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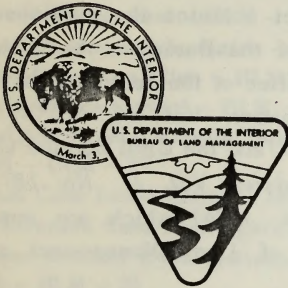
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UNITED STATES

DEPARTMENT OF THE INTERIOR

BUREAU OF LAND MANAGEMENT

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PRIVACY ACT

SYSTEMS OF RECORDS

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This pamphlet contains the published Systems of Records of the Bureau of Land Management and of the Office of the Secretary of the Interior (*Federal Register*, Vol. 42, No. 69 – Monday, April 11, 1977) and the Civil Service Commission (*Federal Register*, Vol. 41, No. 187 – Friday, September 24, 1976) which are applicable to the Bureau of Land Management operations.

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MINING CLAIM TITLE CLEARANCE - BLM - 1

System location: The Department of the Interior, Bureau of Land Management, Denver Federal Center, Bldg. 50, Denver, Colorado, 80225.

Categories of individuals covered by the system: Owners of record of mining claims on national resource lands.

Categories of records in the system: The record contains the name of the owner of record, name, acreage and location of the claim.

Authority for maintenance of the system: 30 U.S.C. 601, 611.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary uses of the records are (a) to identify owners of record of mining claims on National Resource lands and (b) to establish the chain of title of ownership transfers between private individuals to validate the owner of record. Disclosures outside the Department of the Interior may be made, (1) to the U. S. Department of Justice when related to litigation or anticipated litigation, (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: (1) Storage -- Computer, Mag-tape. (2) Retrievability -- Indexed by name of owner and name of claim. (3) Safeguards -- In accordance with 43 CFR 2.51. (4) Disposal -- Not authorized.

System manager(s) and address: Chief, Division of Standards and Technology, U. S. Department of the Interior, Bureau of Land Management, Denver Federal Center, Bldg. 50, Denver, Colorado 80225.

Notification procedure: To determine whether the records are maintained on you in this system, write to the Systems Manager.

Record access procedures: To see your records write to the Systems Manager. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay.

Contesting record procedures: To request corrections or the removal of material from your files, write the Systems Manager.

Record source categories: Research by BLM employees and applicants for patent of mining claims.

RANGE MANAGEMENT SYSTEM - BLM - 2

System location: U. S. Department of the Interior, Bureau of Land Management, Denver Federal Center, Bldg. 50, Denver, Colorado, 80225.

Categories of individuals covered by the system: Individuals owning grazing leases and permits issued by BLM.

Categories of records in the system: The record contains the lessee's or permittee's name, address, description of the area, and the Bureau's assigned case file number.

Authority for maintenance of the system: 43 U.S.C. 315, et seq.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary uses of the records are (a) to identify the permittees and lessees authorized to graze lands administered by the Bureau of Land Management. (b) To print statements of grazing preference, grazing authorizations, billings for grazing fees due, and other reports, and (c) to provide information concerning the grazing permittees and lessees for administrative and public use. Disclosures outside the Department of the Interior may be made, (1) to a member of the general public in response to a specific request for pertinent information, (2) to the U. S. Department of Justice when related to litigation or anticipated litigation, (3) of information indicating a violation or potential violation of a statute, regulation, rule, order, permit, or lease, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order, permit, or lease, (4) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: (1) Storage -- Computer, Mag-tape. (2) Retrieval -- Indexed by name of lessee, case file number, and land description. (3) Safeguard -- In accordance with 43 CFR 2.51. (4) Disposal -- Record destroyed fifteen years after termination of lease.

System manager(s) and address: Chief, Division of Standards and Technology, U. S. Department of the Interior, Bureau of Land Management, Denver Federal Center, Bldg. 50, Denver, Colorado 80225.

Notification procedure: To determine whether the records are maintained on you in this system, write to the Systems Manager.

Record access procedures: To see your records write to the Systems Manager. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay.

Contesting record procedures: To request corrections or the removal of material from your files, write the Systems Manager.

Record source categories: Lessees.

MINERAL LEASE MANAGEMENT – BLM – 3

System location: U. S. Department of the Interior, Bureau of Land Management, Denver Federal Center, Bldg. 50, Denver, Colorado 80225.

Categories of individuals covered by the system: Individuals owning mineral leases issued by BLM.

Categories of records in the system: The record contains the lessee's name, address, description of the area leased, and the Bureau's assigned case file number.

Authority for maintenance of the system: 30 U.S.C. 181, 221.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary uses of the records are (a) to identify ownership of mineral leases and the amount of acreage leased by each individual, (b) to mail courtesy bills for rental due and receipts of payment, and (c) to document for administrative use, information for the management, disposal and use of National Resource lands and resources. Disclosures outside the Department of the Interior may be made, (1) to a member of the general public in response to a specific request for pertinent information, (2) to the U. S. Department of Justice when related to litigation or anticipated litigation, (3) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license, (4) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: (1) Storage -- Computer, Mag-tape. (2) Retrievability--Indexed by name of lessee, case file number, and land description. (3) Safeguards -- In accordance with 43 CFR 2.51. (4) Disposal -- Record destroyed fifteen years after termination of lease.

System manager(s) and address: Chief, Division of Budget and Finance, U. S. Department of the Interior, Bureau of Land Management, Denver Federal Center, Bldg. 50, Denver, Colorado 80225.

Notification procedure: To determine whether the records are maintained on you in this system, write to the Systems Manager.

Record access procedures: To see your records write to the Systems Manager. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay

Contesting record procedures: To request corrections or the removal of material from your files, write the Systems Manager.

Record source categories: Lessees

COAL LEASE DATA SYSTEM - BLM - 4

System location: U. S. Department of the Interior, Bureau of Land Management, Denver Federal Center, Bldg. 50, Denver, Colorado 80225.

Categories of individuals covered by the system: Individuals owning federal coal leases issued by BLM.

Categories of records in the system: The record contains the lessee's name, address, description of the area leased, and the Bureau's assigned case file number.

Authority for maintenance of the system: 30 U.S.C. 181, 201.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary uses of the records are (a) to identify ownership of Federal Coal Leases and (b) to document for administrative use information for the management, disposal, and use of National Resource lands and resources. Disclosures outside the Department of the Interior may be made (1) to a member of the general public in response to a specific request for pertinent information, (2) to the U. S. Department of Justice when related to litigation or anticipated litigation, (3) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating rule, regulation, order or license, (4) FROM the record of an individual in response to an inquiry from a Congressional office made at the request of that individual.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: (1) Storage -- maintained on mag-tape. (2) Retrievability -- indexed by name of lessee, case file number, and land description. (3) Safeguards -- maintained with safeguards meeting the requirements of 43 CFR 2.51 for computerized records. (4) Disposal -- record destroyed fifteen years after termination of lease.

System manager(s) and address: Minerals Staff Leader, U. S. Department of the Interior, Bureau of Land Management, Denver Federal Center, Bldg. 50, Denver, Colorado 80225.

Notification procedure: To determine whether the records are maintained on you in this system, write to the Systems Manager.

Record access procedures: To see your records write to the Systems Manager. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay.

Contesting record procedures: To request corrections or the removal of material from your files, write the Systems Manager.

Record source categories: Lessees.

ALASKA NATIVE CLAIMS – BLM – 5

System location: Alaska State Office, U. S. Department of the Interior, Bureau of Land Management, 555 Cordova Street, Anchorage, Alaska 99501

Categories of individuals covered by the system: Claimants under the Alaska Native Claims Act.

Categories of records in the system: The record contains the claimants name, address, description of the area claimed and the Bureau's assigned case file number.

Authority for maintenance of the system: Alaska Native Claims Act, PL 92-203.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary uses of the records are (a) to process claims for rights and interests in National Resource lands, (b) for recordation of adjudicative actions pertaining to the claims and (c) to index documentations in case files supporting administrative actions and notations made on land status records. Disclosures outside the Department of the Interior may be made (1) to a member of the general public in response to a specific request for pertinent information, (2) to appropriate federal agencies when concurrence or supporting information is required prior to granting a right or interest in National Resource lands and resources, (3) to the U. S. Department of Justice when related to litigation or anticipated litigation, (4) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license, (5) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: (1) Storage -- Computer, Mag-tape. (2) Retrievability -- Indexed by name of claimant, case number, and land description. (3) Safeguards -- In accordance with 43 CFR 2.51. (4) Disposal -- Not authorized.

System manager(s) and address: Chief, Division of Management Services, U. S. Department of the Interior, Bureau of Land Management, 555 Cordova Street, Anchorage, Alaska 99501.

Notification procedure: To determine whether the records are maintained on you in this system, write to the Systems Manager.

Record access procedures: To see your records write to the Systems Manager. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay.

Contesting record procedures: To request corrections or the removal of material from your files, write the Systems Manager.

Record source categories: Claimants, BIA, and BLM determinations.

MINERAL SURVEYOR APPOINTMENT FILE - BLM - 6

System location: Division of Cadastral Survey (420), U. S. Department of the Interior, Bureau of Land Management, 1129 20th Street, N. W., Washington, D. C. 20240.

Categories of individuals covered by the system: Applicants for a Mineral Surveyor appointment and holders of an appointment.

Categories of records in the system: Contains the name and biographical information for qualification of each applicant and data on the granting or rejection of each application for appointment.

Authority for maintenance of the system: 30 U.S.C. 39.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary uses of the records are (a) to process applications for appointment and (b) to issue notices of appointments. Disclosures outside the Department of the Interior may be made (1) to a member of the general public in response to a request for identification of appointed mineral surveyors within a particular state, (2) to Federal, State or local agencies when necessary to obtain information relevant to the application for appointment, (3) to the U. S. Department of Justice when related to litigation or anticipated litigation, (4) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license, (5) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: (1) Storage -- Manual, file folders arranged alphabetically by name. (2) Retrievability -- Indexed by name of applicant or appointee. (3) Safeguard -- In accordance with 43 CFR 2.51. (4) Disposal -- File destroyed fifty years after administrative need has been completed.

System manager(s) and address: Chief, Division of Cadastral Survey (420), U. S. Department of the Interior, Bureau of Land Management, 1129 20th Street, N. W., Washington, D. C. 20240.

Notification procedure: To determine whether the records are maintained on you in this system, write to the Systems Manager.

Record access procedures: To see your records write to the Systems Manager. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay.

Contesting record procedures: To request corrections or the removal of material from your files, write the Systems Manager.

Record source categories: Applicants.

LAND AND RESOURCE CASE FILE - BLM - 7

System location: The BLM Offices listed in the Appendix, Parts B and C.

Categories of individuals covered by the system: Individuals who filed applications under appropriate statutes for national resource lands (public lands) or the resources in or on such lands and individuals from whom an interest has been acquired.

Categories of records in the system: The records contain the applicant's name, address, his qualification under the statute and regulations involved and other detailed information required by the regulations under which the application is filed, i.e., the extent of his oil and gas or other mineral holdings in national resource lands.

Authority for maintenance of the system: The various statutes under which applications are filed are listed in the regulations in Title 43 of the Code of Federal Regulations.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary uses of the records are, (a) to process applications for rights and interests in National Resource lands, (b) for recordation of adjudicative actions pertaining to the application, (c) to index documentations in case files supporting administrative actions and notations made on land status records, and (d) for recordation of acquisitions. Disclosures outside the Department of the Interior may be made, (1) to appropriate Federal agencies when concurrence is required prior to granting or acquiring a right or interest in lands or resources, (2) to a Federal, State or local agencies or a member of the general public in response to a specific request for pertinent information, (3) to the U. S. Department of Justice when related to litigation or anticipated litigation, (4) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license, (5) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: (1) Storage -- Manual, file folders arranged by State, type of case and case number. (2) Retrievability -- Indexed by name of claimant and serial number. (3) Safeguards -- In accordance with 43 CFR 2.51. (4) Disposal -- Record destroyed fifteen years after the right is extinguished. If a permanent right is granted the record is permanently retained.

System manager(s) and address: Assistant Director - Technical Services, U. S. Department of the Interior, Bureau of Land Management, 18th and C Streets, N. W., Washington, D. C. 20240.

Notification procedure: To determine whether the records are maintained on you in this system, write to the Systems Manager or to the offices cited under Records Location.

Record access procedures: To see your records write to the Systems Manager or to the offices cited under Record Location. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay.

Contesting record procedures: To request corrections or the removal of material from your files, write the Systems Manager.

Record source categories: Applicants. Investigations conducted by BLM or other offices of the Department.

AIRCRAFT PASSENGER MANIFEST RECORDS - FIRE CONTROL - BLM - 8

System location: U. S. Department of the Interior, Bureau of Land Management, Denver Federal Center, Bldg. 50, Denver, Colorado 80225; Boise Interagency Fire Center, BLM, 3905 Vista Avenue, Boise, Idaho 83705 and all Blm Offices listed in the Appendix, Part B.

Categories of individuals covered by the system: Individuals moved on government or chartered aircraft to or from a fire area.

Categories of records in the system: The record contains the individual's name, social security number, address and boarding point.

Authority for maintenance of the system: 16 U.S.C. 594; 31 U.S.C. 686; 42 U.S.C. 1856; 43 U.S.C. 315; 1181, and 1361.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary use of the records is to identify individuals moved to or from a fire area. Disclosures outside the Department of the Interior may be made (1) to Federal, State or local agencies to verify the movement of an individual to or from a fire area, (2) to the U. S. Department of Justice when related to litigation or anticipated litigation, (3) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license; (4) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: (1) Storage -- Manual, file folders, arranged by flight and alphabetically by name. (2) Retrievability -- Indexed by name of passenger on flight manifest. (3) Safeguards -- In accordance with 43 CFR 2.51. (4) Disposal -- Record destroyed seven years after flight.

System manager(s) and address: Assistant Director - Technical Services, U. S. Department of the Interior, Bureau of Land Management, 18th and C Streets, N. W., Washington, D. C. 20240.

Notification procedure: To determine whether the records are maintained on you in this system, write to the Systems Manager or to the offices cited under Records Location.

Record access procedures: To see your records write to the Systems Manager or the offices cited under Records Location. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay.

Contesting record procedures: To request corrections or the removal of material from your files, write the Systems Manager.

Record source categories: Passenger on aircraft.

PROPERTY AND SUPPLIES ACCOUNTABILITY – BLM – 9

System location: All BLM Offices listed in the Appendix; the Boise Interagency Fire Center, BLM, 3905 Vista Avenue, Boise, Idaho 83705 and U. S. Department of the Interior, Bureau of Land Management, Denver Federal Center, Bldg. 50, Denver, Colorado 80225.

Categories of individuals covered by the system: Individuals who are accountable for property and supplies.

Categories of records in the system: The record contains the user's name and description of the accountable property or supply.

Authority for maintenance of the system: 40 U.S.C. 483(b).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary use of the records is to identify responsible individuals for accountability of property and supplies. Disclosures outside the Department of the Interior may be made, (1) to federal, State, or local agencies to recover accountable property or supplies, (2) to the U. S. Department of Justice when related to litigation or anticipated litigation, (3) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license, (4) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: (1) Storage -- Manual, file folders, arranged alphabetically by name. (2) Retrievability -- Indexed by name of individual. (3) Safeguards -- In accordance with 43 CFR 2.51. (4) Disposal - Record destroyed when property is returned to stock.

System manager(s) and address: Assistant Director - Administration, U. S. Department of the Interior, Bureau of Land Management, 18th and C Streets, N. W., Washington, D. C. 20240.

Notification procedure: To determine whether the records are maintained on you in this system, write to the Systems Manager or to the offices cited under Records Location.

Record access procedures: To see your records write to the Systems Manager or to the offices cited under Records Location. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay.

Contesting record procedures: To request corrections or the removal of material from your files, write the Systems Manager.

Record source categories: Individuals.

VEHICLE USE AUTHORIZATION - BLM - 10

System location: All BLM Offices listed in the Appendix; the Boise Interagency Fire Center, BLM, 3905 Vista Avenue, Boise, Idaho 83705 and U. S. Department of the Interior, Bureau of Land Management, Denver Federal Center, BLdg. 50, Denver, Colorado 80225.

Categories of individuals covered by the system: Individuals who have been authorized to use government vehicles for official business and for use between residence and place of employment.

Categories of records in the system: The record contains the employee's name and purpose for use of vehicles.

Authority for maintenance of the system: 40 U.S.C. 491(1).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary use of the record is to maintain records of authorized uses of government vehicles. Disclosures outside the Department of the Interior may be made (1) to Federal, State or local agencies to verify an authorized use, (2) to the U. S. Department of Justice when related to litigation or anticipated litigation, (3) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license; (4) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: (1) Storage -- Manual, file folders arranged alphabetically by name. (2) Retrievability -- Indexed by name of employee. (3) Safeguards -- In accordance with CFR 43 2.51. (4) Disposal - Record destroyed two years after return of vehicle.

System manager(s) and address: Assistant Director - Administration, U. S. Department of the Interior, Bureau of Land Management, 18th and C Streets, N. W., Washington, D. C. 20240.

Notification procedure: To determine whether the records are maintained on you in this system, write to the Systems Manager or to the offices cited under Records Location.

Record access procedures: To see your records write to the Systems Manager or to the offices cited under Records Location. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay.

Contesting record procedures: To request corrections or the removal of material from your files, write the Systems Manager.

Record source categories: BLM employees.

IDENTIFICATION CARDS AND PASSES - BLM - 11

System location: All BLM Offices listed in the Appendix; the Boise Interagency Fire Center, BLM, 3905 Vista Avenue, Boise, Idaho 83705 and U. S. Department of the Interior, Bureau of Land Management, Denver Federal Center, Bldg. 50, Denver, Colorado 80225.

Categories of individuals covered by the system: Individuals issued a pass or identification card.

Categories of records in the system: The record contains the individual's name, telephone number, organization locations and assigned number of the pass or identification card. When a fire fighter or fire support personnel is identified, the record contains the individual's fire specialty and information for emergency contact.

Authority for maintenance of the system: 5 U.S.C. 301, 3101, 43 U.S.C. 1457.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary uses of the records are (a) to maintain records of employees and other individuals issued passes and identification cards and (b) to identify qualified trained fire fighters. Disclosures outside the Department of the Interior may be made (1) to Federal, State or local agencies to identify qualified fire fighters, law enforcement officers and special investigators, (2) to the U. S. Department of Justice when related to litigation or anticipated litigation, (3) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, or license.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: (1) Storage -- Manual, control registers and telephone directive listings for special purposes. (2) Retrievability -- Indexed by name of employee and control number. (3) Safeguards -- In accordance with 43 CFR 2.51. (4) Disposal -- Record maintained current.

System manager(s) and address: Assistant Director - Administration, U. S. Department of the Interior, Bureau of Land Management, 18th and C Streets, N. W., Washington, D. C. 20240.

Notification procedure: To determine whether the records are maintained on you in this system, write to the Systems Manager or to the offices cited under Records Location.

Record access procedures: To see your records write to the Systems Manager or to the offices cited under Records Location. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay.

Contesting record procedures: To request corrections or the removal of material from your files, write the Systems Manager.

Record source categories: BLM employees.

MANPOWER MANAGEMENT - BLM - 12

System location: U. S. Department of the Interior, Bureau of Land Management, Denver Federal Center, Bldg 50, Denver, Colorado 80225

Categories of individuals covered by the system: BLM employees.

Categories of records in the system: The record contains the employee's name, social security number, and organization location.

Authority for maintenance of the system: 5 U.S.C. 5301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary use of the records is for the management of manpower and position organization control. Disclosures outside the Department of the Interior may be made, (1) from the record for reports to appropriate Federal and State agencies, (2) to the U. S. Department of Justice when related to litigation or anticipated litigation, (3) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: (1) Storage -- Computer, Mag-tape. (2) Retrievability -- Indexed by name of employee, social security number, position number, and organization location. (3) Safeguards -- In accordance with 43 CFR 2.51. (4) Disposal -- Record maintained on a current basis.

System manager(s) and address: Chief, Division of Manpower and Organization, U. S. Department of the Interior, Bureau of Land Management, Denver Federal Center, Bldg. 50, Denver, Colorado 80225.

Notification procedure: To determine whether the records are maintained on you in this system, write to the Systems Manager.

Record access procedures: To see your records write to the Systems Manager. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay.

Contesting record procedures: To request corrections or the removal of material from your files, write the Systems Manager.

Record source categories: Notification of personnel actions and organization changes.

SAFETY MANAGEMENT INFORMATION - BLM - 13

System location: U. S. Department of the Interior, Bureau of Land Management, 18th and C Streets, N. W., Washington, D. C. 20240.

Categories of individuals covered by the system: BLM employees involved in a work related accident, private individuals involved in a BLM employee related accident, and private individuals involved in an accident on national resource lands or facilities.

Categories of records in the system: The record contains the name of the person involved, social security number, address, nature of the accident, injuries and property damage, if any, witnesses, and control number.

Authority for maintenance of the system: 5 U.S.C. 7902, 28 U.S.C. 2671-2680, 31 U.S.C. 240-243.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary use of the records is to document information for the Department of the Interior automated system for accident reporting. Disclosures outside the Department of the Interior may be made, (1) to the Department of Labor in the event there is a claim for compensation, (2) from the record to individuals and companies involved, responsible or sureties, (3) to the U. S. Department of Justice when related to litigation or anticipated litigation, (4) of information indicating a violation or potential of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license, (5) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: (1) Storage -- Manual, file folders arranged alphabetically by name. (2) Retrievability -- Indexed by name of person involved in an accident, location, date, and control number. (3) Safeguards - In accordance with 43 CFR 2.51. (4) Disposal -- Record destroyed when administrative needs have been extinguished.

System manager(s) and address: Assistant Director - Technical Services, U. S. Department of the Interior, Bureau of Land Management, 18th and C Streets, N. W., Washington, D. C. 20240.

Notification procedure: To determine whether the records are maintained on you in this system, write to the Systems Manager.

Record access procedures: To see your records write to the Systems Manager. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay.

Contesting record procedures: To request corrections or the removal of material from your files, write the Systems Manager.

Record source categories: Persons involved, witnesses to an accident, and investigations by BLM employees and other authorities.

SECURITY CLEARANCE FILES - BLM - 14

System location: U. S. Department of the Interior, Bureau of Land Management, 18th and C Streets, N. W., Washington, D. C. 20240.

Categories of individuals covered by the system: BLM employees.

Categories of records in the system: The record contains the employee's name, degree of security clearance, and location of employment.

Authority for maintenance of the system: E.O. 10450.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary use of the records is to identify employees having security clearance and their degree of security clearance. Disclosures outside the Department of the Interior may be made, (1) to the U. S. Department of Justice when related to litigation or anticipated litigation, (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license, (3) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual, (4) to a Federal agency which has requested information relevant or necessary to its hiring or retention of an employee, or issuance of a security clearance, license, contract, grant or other benefit, (5) to Federal, State or local agencies where necessary to obtain information relevant to the hiring or retention of an employee, or the issuance of a security clearance, contract, license, grant or other benefit.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: (1) Storage -- Manual, file folders arranged alphabetically by name. (2) Retrievability -- Indexed by name of employee. (3) Safeguards - In accordance with 43 CFR 2.51. (4) Disposal -- Record destroyed when administrative need is extinguished.

System manager(s) and address: Assistant Director - Administration, U. S. Department of the Interior, Bureau of Land Management, 18th and C Streets, N. W., Washington, D. C. 20240.

Notification procedure: To determine whether the records are maintained on you in this system, write to the Systems Manager.

Record access procedures: To see your records write to the Systems Manager. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay

Contesting record procedures: To request corrections or the removal of material from your files, write the Systems Manager.

Record source categories: Employee, personnel file and investigations by BLM or other agencies.

CORRESPONDENCE CONTROL - BLM - 15

System location: U. S. Department of the Interior, Bureau of Land Management, 18th and C Streets, N. W., Washington, D. C. 20240.

Categories of individuals covered by the system: Individuals and Congressmen who have corresponded with BLM and whose correspondence has been placed under control.

Categories of records in the system: The record contains the correspondent's name, address, subject matter, and control number.

Authority for maintenance of the system: 5 U.S.C. 301, 43 U.S.C. 1457, 44 U.S.C. 3101, Reorganization Plan 3 of 1950.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary use of the records is to identify correspondents and their subject matter of interest. Disclosures outside the Department of the Interior may be made, (1) to a member of the general public or a Federal official in response to specific requests for pertinent information, (2) to the U. S. Department of Justice when related to litigation or anticipated litigation, (3) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license, (4) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual, (5) to a Federal agency which has requested information relevant or necessary to its hiring or retention of an employee, or issuance of a security clearance, license, contract, grant or other benefit.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: (1) Storage -- Manual, index cards arranged for each year alphabetically by name. (2) Retrieval -- Indexed by name of correspondent. (3) Safeguards -- In accordance with 43 CFR 2.51. (4) disposal -- Record destroyed seven years after response.

System manager(s) and address: Assistant Director - Legislation and Planning, U. S. Department of the Interior, Bureau of Land Management, 18th and C Streets, N. W., Washington, D. C. 20240.

Notification procedure: To determine whether the records are maintained on you in this system, write to the Systems Manager.

Record access procedures: To see your records write to the Systems Manager. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay.

Contesting record procedures: To request corrections or the removal of material from your files, write the Systems Manager.

Record source categories: Correspondents.

MINERAL AND VEGETAL MATERIAL SALES - BLM - 16

System location: U. S. Department of the Interior, Bureau of Land Management, Denver Federal Center, Bldg. 50, Denver, Colorado 80225.

Categories of individuals covered by the system: Purchasers of mineral and vegetal materials.

Categories of records in the system: The record contains the purchaser's name, address, description of the material purchased, quantity, sales price, and the Bureau's assigned sales number.

Authority for maintenance of the system: 16 U.S.C. 617, 30 U.S.C. 601, 43 U.S.C. 1181a.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary use of the records is to identify for administrative resources lands. Disclosures outside the Department of the Interior may be made (1) to a member of the general public in response to a specific request for pertinent information, (2) from the record for a semi-annual report to Congress, (3) to the U. S. Department of Justice when related to litigation or anticipated litigation, (4) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license, (5) from the record of an individual in response to an inquiry from a Congressional officer made at the request of that individual.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: (1) Storage -- Computer, Mag-tape. (2) Retrievability -- Indexed by name of purchaser and sales number. (3) Safeguards -- In accordance with 43 CFR 2.51. (4) Disposal -- Record destroyed two years after completion of sales contract.

System manager(s) and address: Chief, Division of Budget and Finance, U. S. Department of the Interior, Bureau of Land Management, Denver Federal Center, Bldg. 50, Denver, Colorado 80225.

Notification procedure: To determine whether the records are maintained on you in this system, write to the Systems Manager.

Record access procedures: To see your records write to the Systems Manager. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay.

Contesting record procedures: To request corrections or the removal of material from your files, write the Systems Manager.

Record source categories: Purchaser.

PAYROLL - BLM - 17

System location: U. S. Department of the Interior, Bureau of Land Management, Denver Federal Center, Bldg. 50, Denver, Colorado 80225.

Categories of individuals covered by the system: BLM employees.

Categories of records in the system: The record contains the employee's name, social security number, address, and pertinent data for calculation of payroll, payroll deductions, leave, and length of service.

Authority for maintenance of the system: 5 U.S.C. 5101, et seq., 31 U.S.C. 66a.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary uses of the records are (a) for the recordation of pay data for the issuance of pay checks and (b) for the recordation of accumulated and used leave. Disclosures outside the Department of the Interior may be made, (1) to the Department of the Treasury for preparation of pay checks and checks for authorized deductions, (2) to the Internal Revenue Service and to State, commonwealth, territorial and local governments for tax purposes, (3) to the Civil Service Commission in connection with the Civil Service retirement system, (4) to another Federal agency to which an employee has transferred for accumulated leave, (5) to appropriate agencies, Federal and State for required reports, (6) to the U. S. Department of Justice when related to litigation or anticipated litigation, (7) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license, (8) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual, (9) to a Federal agency which has requested information relevant or necessary to its hiring or retention of an employee, or issuance of a security clearance, license, contract, grant or other benefit.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: (1) Storage -- Computer, Mag-tape. (2) Retrievability -- Indexed by name of employee, social security number, and location. (3) Safeguards -- In accordance with 43 CFR 2.51. (4) Disposal -- Record maintained on a current basis.

System manager(s) and address: Chief, Division of Budget and Finance, U. S. Department of the Interior, Bureau of Land Management, Denver Federal Center, Bldg. 50, Denver, Colorado 80225.

Notification procedure: To determine whether the records are maintained on you in this system, write to the Systems Manager.

Record access procedures: To see your records write to the Systems Manager. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay.

Contesting record procedures: To request corrections or the removal of material from your files, write the Systems Manager.

Record source categories: Employees and personnel records.

CRIMINAL CASE INVESTIGATION - BLM - 18

System location: U. S. Department of the Interior, Bureau of Land Management, 18th and C Streets, N. W., Washington, D. C. 20240.

Categories of individuals covered by the system: Individuals suspected of violation of Federal Law concerning National Resource lands, resources or facilities.

Categories of records in the system: The record contains investigative and arrest data.

Authority for maintenance of the system: Reorganization Plan No. 3 of 1946, Section 403(b), 5 U.S.C. 301, 43 U.S.C. 1457.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary use of the record is to accumulate investigative data to determine if there is an indication of a violation of a Federal law. Disclosures outside the Department of the Interior may be made, (1) to the U. S. Department of Justice when related to litigation or anticipated litigation, (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: (1) Storage -- Manual, file folders, arranged alphabetically by name. (2) Retrievability -- Indexed by name of suspect and classified by violation of Federal Law. (3) Safeguards -- In accordance with 43 CFR 2.51. (4) Disposal -- Not authorized.

System manager(s) and address: Assistant Director - Technical Services, U. S. Department of the Interior, Bureau of Land Management, 18th and C Streets, N. W., Washington, D. C. 20240.

Notification procedure: To determine whether the records are maintained on you in this system, write to the Systems Manager.

Record access procedures: To see your records write to the Systems Manager. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing pay.

Contesting record procedures: To request corrections or the removal of material from your files, write the Systems Manager.

Systems exempted from certain provisions of the act: Under the specific exemption authority provided by 5 U.S.C. 552a(k)(2), the Department of the Interior has adopted a regulation, 43 CFR 2.79(b), which exempts this system from the provisions of 5 U.S.C. 552a(c)(3), (d), (e)(1), (e)(4)(G), (H) and (I) and (f) and the portions of 43 CFR, Part 2, Subpart C which implement these provisions. The reasons for adoption of this regulation are set out at 40 FR 37217 (August 26, 1975).

CIVIL TRESPASS CASE INVESTIGATIONS - BLM - 19

System location: The BLM Offices listed in the Appendix, Part B.

Categories of individuals covered by the system: Individuals suspected of and confirmed trespass on National Resource lands.

Categories of records in the system: The record contains the individual's name, address, subject matter, control number, and data concerning possible civil trespass.

Authority for maintenance of the system: 43 U.S.C. 1201.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary use of the records is to accumulate investigative data to determine whether a trespass has been committed. Disclosures outside the Department of the Interior may be made, (1) to the U. S. Department of Justice when related to litigation or anticipated litigation, (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license, (3) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: (1) Storage -- Manual, file folders, arranged alphabetically by name with cross-index by type and control number. (2) Retrievability -- Indexed by name of individual, subject matter, and control number. (3) Safeguards -- In accordance with 43 CFR 2.51. (4) Retention and Disposal -- Record destroyed fifty years after case is closed.

System manager(s) and address: Assistant Director - Technical Services, U. S. Department of the Interior, Bureau of Land Management, 18th and C Streets, N. W., Washington, D. C. 20240.

Notification procedure: To determine whether the records are maintained on you in this system, write to the Systems Manager or to the offices cited under Records Location.

Record access procedures: To see your records write to the Systems Manager or to the offices cited under Records Location. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay.

Contesting record procedures: To request corrections or the removal of material from your files, write the Systems Manager.

Systems exempted from certain provisions of the act: Under the specific exemption authority provided by 5 U.S.C. 552a(k)(2), the Department of the Interior has adopted a regulation, 43 CFR 2.79(b), which exempts this system from the provisions of 5 U.S.C. 552a(c)(3), (d), (e)(1), (e)(4)(G), (H) and (I) and (f) and the portions of 43 CFR, Part 2, Subpart C which implement these provisions. The reasons for adoption of this regulation are set out at 40 FR 37217 (August 26, 1975).

EMPLOYEE CONDUCT INVESTIGATIONS - BLM - 20

System location: U. S. Department of the Interior, Bureau of Land Management, 18th and C Streets, N. W., Washington, D. C. 20240.

Categories of individuals covered by the system: BLM employees.

Categories of records in the system: The record contains the employee's name, work location, and subject matter.

Authority for maintenance of the system: 5 U.S.C. 7301, 43 U.S.C. 11, E.O. 11222.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary uses of the records are (a) to identify employee and subject matter of allegation and (b) to accumulate investigative data to determine the validity of the allegation. Disclosures outside the Department of the Interior may be made, (1) to the U. S. Department of Justice when related to litigation or anticipated litigation, (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or enforcing or implementing the statute, rule, regulation, order or license, (3) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual, (4) to a Federal agency which has requested information relevant or necessary to its hiring or retention of an employee, or issuance of a security clearance, license, contract, grant or other benefit.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: (1) Storage -- Manual, file folders arranged alphabetically by name. (2) Retrievability -- Indexed by name of employee. (3) Safeguards - In accordance with 43 CFR 2.51. (4) Disposal -- Record destroyed seven years after case is closed.

System manager(s) and address: Associate Director, U. S. Department of the Interior, Bureau of Land Management, 18th and C Streets, N. W., Washington, D. C. 20240.

Notification procedure: To determine whether the records are maintained on you in this system, write to the Systems Manager.

Record access procedures: To see your records write to the Systems Manager. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay.

Contesting record procedures: To request corrections or the removal of material from your files, write the Systems Manager.

Systems exempted from certain provisions of the act: Under the specific exemption authority provided by 5 U.S.C. 552a(k)(2), the Department of the Interior has adopted a regulation, 43 CFR 2.79(b), which exempts this system from the provisions of 5 U.S.C. 552a(c)(3), (d), (e)(1), (e)(4)(G), (H) and (I) and (f) and the portions of 43 CFR, Part 2, Subpart C which implement these provisions. The reasons for adoption of this regulation are set out at 40 FR 37217 (August 26, 1975). and (I), and (f).

TRAVEL - BLM - 21

System location: Division of Finance (520), U. S. Department of the Interior, Bureau of Land Management, 18th and C Streets, N. W., Washington, D. C. 20240 and U. S. Department of the Interior, Bureau of Land Management, Denver Federal Center, Bldg. 50, Denver, Colorado 80225.

Categories of individuals covered by the system: Individuals authorized to travel at Government expense.

Categories of records in the system: Contains the authorization to travel to specified places, name of traveler, purpose and date of travel, estimated costs, mode of transportation and travel voucher showing actual expenses and itinerary.

Authority for maintenance of the system: 5 U.S.C. 5701, et seq.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary uses of records are (a) to process requests for and issue authorizations to travel at the government's expense and (b) to process expense vouchers upon completion of travel. Disclosures outside the Department of the Interior may be made, (1) to the U. S. Department of Justice when related to litigation or anticipated litigation, (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license, (3) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: (1) Storage -- Manual, file folders arranged alphabetically by name and authorization number. (2) Retrievability -- Index by authorization number. (3) Safeguard -- In accordance with 43 CFR 2.51. (4) Disposal -- Record destroyed four years after travel is completed.

System manager(s) and address: Assistant Director - Administration, U. S. Department of the Interior, Bureau of Land Management, 18th and C Streets, N. W., Washington, D. C. 20240.

Notification procedure: To determine whether the records are maintained on you in this system, write to the Systems Manager or to the offices cited under Records Location.

Record access procedures: To see your records write to the Systems Manager or to the offices cited under Records Location. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay.

Contesting record procedures: To request corrections or the removal of material from your files, write the Systems Manager.

Record source categories: Bureau employees and individuals authorized to travel.

FINANCIAL MANAGEMENT - BLM - 22

System location: U. S. Department of the Interior, Bureau of Land Management, Denver Federal Center, Bldg. 50, Denver, Colorado 80225.

Categories of individuals covered by the system: Vendors and their designated payee who have sold items to BLM. (The records contained in this system which pertain to individuals contain principally proprietary information concerning sole proprietorships. Some of the records in the system which pertain to individuals may reflect personal information, however. Only the records reflecting personal information are subject to the Privacy Act. The system also contains records concerning corporations and other business entities. These records are not subject to the Privacy Act.)

Categories of records in the system: The record contains the vendor's and payee's address, description of the items purchased, purchase price, and the purchase order number.

Authority for maintenance of the system: 43 U.S.C. 1201.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary use of the records is to designate payees to whom payments are to be made. Disclosures outside the Department of the Interior may be made (1) to Federal, State or local agencies in response to specific requests for pertinent information, (2) to the U. S. Department of Justice when related to litigation or anticipated litigation, (3) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license, (4) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: (1) Storage -- Computer, Mag-tape. (2) Retrievability -- Indexed by name of vendor and payee, and the purchase order number. (3) Safeguards -- In accordance with 43 CFR 2.51. (4) Disposal - Record destroyed one year after payment.

System manager(s) and address: Chief, Division of Budget and Finance, U. S. Department of the Interior, Bureau of Land Management, Denver Federal Center, Bldg. 50, Denver, Colorado 80225.

Notification procedure: To determine whether the records are maintained on you in this system, write to the Systems Manager.

Record access procedures: To see your records write to the Systems Manager. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay.

Contesting record procedures: To request corrections or the removal of material from your files, write the Systems Manager.

Record source categories: Vendors and GSA purchase contracts.

CONTRACT FILES - BLM - 23

System location: All BLM Offices listed in the Appendix; the Boise Interagency Fire Center, BLM, 3905 Vista Avenue, Boise, Idaho 83795 and U. S. Department of the Interior, Bureau of Land Management, Denver Federal Center, Bldg. 50 Denver, Colorado 80225.

Categories of individuals covered by the system: Individuals who have contracted with BLM to supply goods or services and prospective suppliers and bidders. (The records contained in this system which pertain to individuals contain principally proprietary information concerning sole proprietorships. Some of the records in the system which pertain to individuals may reflect personal information, however. Only the records reflecting personal information are subject to the Privacy Act. The system also contains records concerning corporations and other business entities. These records are not subject to the Privacy Act.)

Categories of records in the system: The record contains the contractor's name, address, subject matter, purchase order number and, when requested, statement of qualifications.

Authority for maintenance of the system: 40 U.S.C. 481.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary use of the records is to identify contractors, prospective supplies, bidders and subject matter of interest. Disclosures outside the Department of the Interior may be made (1) to Federal, State or local agencies in response to specific requests for pertinent information, (2) to the U. S. Department of Justice when related to litigation or anticipated litigation, (3) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license, (4) from the record of an individual in response to an inquiry from a Congressional office made at the request of the individual.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: (1) Storage -- Manual, file folders arranged alphabetically by name and goods or services furnished. (2) Retrievability -- Indexed by name of contractor and goods or services furnished. (3) Safeguards -- In accordance with 43 CFR 2.51. (4) Disposal -- Record destroyed ten years after completion of contract.

System manager(s) and address: Assistant Director - Administration, U. S. Department of the Interior, Bureau of Land Management, 18th and C Streets, N. W., Washington, D. C. 20240.

Notification procedure: To determine whether the records are maintained on you in this system, write to the Systems Manager or to the offices cited under Records Location.

Record access procedures: To see your records write to the Systems Manager or to the offices cited under Records Location. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay.

Contesting record procedures: To request corrections or the removal of material from your files, write the Systems Manager.

Record source categories: Contractors and GSA purchase contract.

COPY FEE DEPOSIT - BLM - 24

System location: All BLM State offices listed in the Appendix, Part B.

Categories of individuals covered by the system: Individuals who have deposited money with Bureau of Land Management to be used to pay for copies of records, lists, maps or other documents.

Categories of records in the system: The record contains the depositor's name mailing address and identification of items for which there is a standing order.

Authority for maintenance of the system: 31 USC 66 a.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary uses of the records are (a) to maintain individual accounts of advance copy fee deposits and (b) to maintain names of companies and individuals who have standing requests for copies of specific records each time they are produced, such as lists of parcels available for oil and gas simultaneous lease filings. Disclosures outside the Department of the Interior may be made, (1) to the U. S. Department (2) of information indicating a violation or potential violation of a statute, regulation rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license, and (3) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: (1) Storage -- Manual, file folders arranged alphabetically by name. (2) Retrieval -- Indexed by name of depositor. (3) Safeguards -- In accordance with 43 CFR 2.51. (4) Disposal -- Record destroyed when account is closed.

System manager(s) and address: Assistant Director - Administration, U. S. Department of the Interior, Bureau of Land Management, 18th and C Streets, N. W., Washington, D. C. 20240.

Notification procedure: To determine whether the records are maintained on you in this system, write to the Systems Manager or to the offices cited under Records Location.

Record access procedures: To see your records write to the Systems Manager or to the offices cited under Records Location. Describe as specifically as possible the records sought. If copies are desired indicate the maximum you are willing to pay.

Contesting record procedures: To request corrections or the removal of material from your files, write the Systems Manager.

Record source categories: Depositors.

OUTER CONTINENTAL SHELF LEASE SALE - BLM - 25

System location: All Offices listed in the Appendix, Part C.

Categories of individuals covered by the system: Qualified bidders. (The records contained in this system which pertain to individuals contain principally proprietary information concerning sole proprietorships. Some of the records in the system which pertain to individuals may reflect personal information, however. Only the records reflecting personal information are subject to the Privacy Act. The system also contains records concerning corporations, other business entities and organizations. These records are not subject to the Privacy Act.)

Categories of records in the system: The record contains the bidder's name, assigned identification number, description of the area bid, percent of interest in bid, and the ranking of each bid.

Authority for maintenance of the system: 43 U.S.C. 1331.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary use of the record is to identify successful bidders for each sale. Disclosures outside the Department of the Interior may be made (1) to the general public by the publication of information for all bids on each sale, (2) to the U. S. Department of Justice when related to litigation or anticipated litigation, (3) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license, (4) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: (1) Storage -- Computer, Mag-tape. (2) Retrievability -- Indexed by name of bidder, bidder identification number, and description of area bid. (3) Safeguards -- In accordance with 43 CFR 2.51. (4) Disposal -- Record destroyed after publication. New record created for each State.

System manager(s) and address: Official in charge of each Outer Continental Shelf Office. See Appendix, Part C for addresses.

Notification procedure: To determine whether the records are maintained on you in this system, write to the Systems Manager or to the offices cited under Records Location.

Record access procedures: To see your records write to the Systems Manager or to the offices cited under Records Location. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay.

Contesting record procedures: To request corrections or the removal of material from your files, write the Systems Manager.

Record source categories: Bidders.

INCENTIVE AND HONOR AWARDS - BLM - 26

System location: U. S. Department of the Interior, Bureau of Land Management, 18th and C Streets, N. W., Washington, D. C. 20240; U. S. Department of the Interior, Bureau of Land Management, Denver Federal Center, Bldg. 50, Denver, Colorado 80225; Boise Interagency Fire Center, BLM, 3905 Vista Avenue, Boise, Idaho 83705, and all State Offices listed in the Appendix, Part B.

Categories of individuals covered by the system: BLM employees who have submitted a beneficial suggestion and individuals recommended or nominated for a performance or honor award.

Categories of records in the system: The record contains the person's name, file number, and biographic data for honor awards.

Authority for maintenance of the system: 5 U.S.C. 4502, 4503, 4504, and 4506.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary use of the records is to accumulate information concerning an individual to be used as a basis for awarding and/or honoring employees and non-employees. Disclosures outside the Department of the Interior may be made, (1) to nominate individuals for non-government awards, (2) to the U. S. Department of Justice when related to litigation or anticipated litigation, (3) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license, (4) from the record of an individual in response to an inquiry from a congressional office made at the request of that individual.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: (1) Storage -- Manual, file folders arranged alphabetically by name and cross-index by control number. (2) Retrievability -- Indexed by name of individual and assigned file number. (3) Safeguards -- In accordance with 43 CFR. 2.51. (4) Disposal -- Record destroyed two years after approval or four years after rejection.

System manager(s) and address: Assistant Director - Technical Services, U. S. Department of the Interior, Bureau of Land Management, 18th and C Streets, N. W., Washington, D. C. 20240.

Notification procedure: To determine whether the records are maintained on you in this system, write to the Systems Manager or to the offices cited under Records Location.

Record access procedures: To see your records write to the Systems Manager or to the offices cited under Records Location. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay.

Contesting record procedures: To request corrections or the removal of material from your files, write the Systems Manager.

Record source categories: Suggestions received from employees. Evaluations by supervisors for performance awards and from employees nominating persons for honor awards.

REAL ESTATE APPRAISER ROSTER – BLM – 27

System location: U. S. Department of the Interior, Bureau of Land Management, Denver Federal Center, Bldg. 50, Denver, Colorado, 80225, and all BLM State Offices Listed in the Appendix, Part B:

Categories of individuals covered by the system: Individuals, not regular federal employees, who have requested that they be listed by geographic areas on rosters of appraisers available to do contract appraisals for BLM.

Categories of records in the system: The record contains the appraiser's application to be placed on rosters and records of review of appraisals done by the appraiser for BLM.

Authority for maintenance of the system: 41 U.S.C. 252(c)(4).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary use of the records is to identify qualified appraisers available to do appraisals for a fee. Disclosures outside the Department of the Interior may be made, (1) to Federal, State or local agencies to to private individuals or businesses where necessary to obtain information relevant to verification of qualifications; (2) to Federal, State or local agencies or to private individuals or businesses which have requested information relevant or necessary to its hiring or retention of an employee, (3) to the U. S. Department of Justice when related to litigation or anticipated litigation, (4) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license, and (5) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: (1) Storage -- Manual, file folders arranged alphabetically by name, (2) Retrievalability -- Indexed by name of applicant, (3) Safeguards -- In accordance with 43 CFR 2.51, (4) Disposal -- Record destroyed when applicant ceases to be available.

System manager(s) and address: Chief, Division of Appraisal (450), U. S. Department of the Interior, Bureau of Land Management, 1129 20th Street, N. W., Washington, D. C. 20240.

Notification procedure: To determine whether the records are maintained on you in this system, write to the Systems Manager or to the offices cited under Records Location.

Record access procedures: To see your records write to the Systems Manager or to the offices cited under Records Location. Describe as specifically as possible the records sought. If copies are desired indicate the maximum you are willing to pay.

Contesting record procedures: To request corrections or the removal of material from your files, write the Systems Manager.

Record source categories: Applicants and BLM employees.

ADOPT A WILD HORSE - BLM - 28

System location: U. S. Department of the Interior, Bureau of Land Management 18th and C Streets, N. W., Washington, D. C. 20240 and offices listed in Appendix, Part B.

Categories of individuals covered by the system: Applicants to obtain custody of a wild horse or burro.

Categories of records in the system: The record contains the applicant's identification and identification and qualifications to obtain custody of a wild horse or burro, the record of the disposition of the application and the cooperative agreement when custody is granted.

Authority for maintenance of the system: 16 U.S.C. 1333(b).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary uses of the records are (a) to identify individuals who have applied to obtain custody of a wild horse or burro and (b) to document the rejection, suspension or granting of the request. Disclosures outside the Department of the Interior may be made, (1) to organizations and members of the general public as to the disposition of wild horses or burros, (2) to the U. S. Department of Justice when related to litigation or anticipated litigation, (3) of information indicating a violation or potential violation of a statute, regulation rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license, and (4) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: (1) Storage -- Manual, file folders arranged alphabetically by name, (2) Retrievability -- Indexed by name, (3) Safeguards -- In accordance with 43 CFR 2.51, (4) Disposal -- Application destroyed upon completion of final action. Cooperative agreement destroyed upon termination of the agreement.

System manager(s) and address: Assistant Director - Resources, U. S. Department of the Interior, Bureau of Land Management, 18th and C Streets, N. W., Washington, D. C. 20240.

Notification procedure: To determine whether the records are maintained on you in this system, write to the Systems Manager or to the offices cited under Records Location.

Record access procedures: To see your records write to the Systems Manager or to the offices cited under Records Location. Describe as specifically as possible the records sought. If copies are desired indicate the maximum you are willing to pay.

Contesting record procedures: To request corrections or the removal of material from your files, write the Systems Manager.

Record source categories: Applicants.

RECORDATION OF MINING CLAIMS - BLM - 29

System location: All BLM State offices listed in the Appendix, Part B.

Categories of individuals covered by the system: Individuals who have filed notices or certificates of location for mining claims, millsites, or tunnel sites and individuals who have filed notice of transfer after obtaining a possessory interest in a mining claim, millsite or tunnel site.

Categories of records in the system: The record contains the owner's name, mailing and resident address, identification and location of the mining claim, millsite or tunnel site, reference to the recordation in the county or local public recording office, verification of assessment or notice of intent to hold, and applications for patents with related documents.

Authority for maintenance of the system: 30 U.S.C. 22; 43 U.S.C. 1744.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary uses of the records are (1) to record unpatented mining claims, millsites and tunnel sites, (2) to identify the owners, (3) to process applications for mineral surveys and patents (4) for recordation of adjudicative actions, and (5) to index documentations in case files supporting administrative actions and notations made on land and resource status records. Disclosure outside the Department of the Interior may be made, (1) to appropriate Federal agencies when location is within that agency's geographic area of responsibility, (2) to Federal, State or local agencies or a member of the general public in response to a specific request for pertinent information, (3) to the U.S. Department of Justice when related to litigation or anticipated litigation, (4) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license, (5) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: (1) Storage -- Maintained manually in case file folders. (2) Retrievability -- Indexed by name and case serial number. (3) Safeguards -- In accordance with 43 CFR 2.51. (4) Disposal -- Records are permanently retained.

System manager(s) and address: Assistant Director - Technical Services, Department of the Interior, Bureau of Land Management, 18th and C Streets, N.W., Washington, D.C. 20240.

Notification procedure: To determine whether records are maintained on you in this system, write to the Systems Manager or to the offices cited under System Location.

Record access procedures: To see your records write to the System Manager or to the offices cited under system location. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay.

Contesting record procedures: To request corrections or the removal of material from your files, write to the Systems Manager.

Record source categories: Owners of unpatented mining claims, millsites or tunnel sites and Department of the Interior employees.

FINANCIAL INTEREST STATEMENTS AND ETHICS COUNSELOR DECISIONS – OFFICE OF THE SECRETARY – 3

System location: (1) Office of Audit and Investigation, U.S. Department of the Interior, 18th and C St., N.W., Washington, D.C. 20240. (2) Bureau and Office Ethics Counselors, Deputy Ethics Counselors and Assistant Ethics Counselors. (A list may be obtained from the Department Ethics Counselor, Office of Audit and Investigation.)

Categories of individuals covered by the system: Current or past Interior Department employees required to file Statement of Employment and Financial Interest as required in 43 CFR 20.735-18,19, 20,22 and 43.

Categories of records in the system: Contains Confidential Statements of Employment and Financial Interest (forms DI-212 or DI-213) for present or past incumbents in positions required to file such statements by 43 CFR 20.735-22(a) or 20.735-43(a) respectively. Contains Public Disclosure Statements of known Financial Interests (forms DI-211, DI-211A and DI-211B) for present or past incumbents in positions required to file such statements by 43 CFR 20.735-18,19 and 20. Also contains record of conflict of interest decisions, analysis of financial holdings, employee statement, Solicitor's comments, head of bureau or office comments, and supervisor comments on present or past employees as requested by the bureau or office counselors or needed by the Departmental counselor.

Authority for maintenance of the system: (1) 5 USC 7301. (2) 43 USC 11. (3) 30 USC 6. (4) 43 USC 31. (5) 18 USC 201-209. (6) 25 USC 68. (7) E.O. 11222. (8) P.L. 94-579. (9) P.L. 94-429. (10) P.L. 94-163.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary uses of the records are (a) to review employee financial interests and determine employee compliance or non-compliance with applicable conflict of interest statutes and regulations; (b) to record the fact that the employee has been made aware of specifically directed legislation or regulations covering his organization and that he or she is in compliance with such specific legislation or regulations; and (c) to provide an adequate system of records for Interior auditors performing compliance audits within the Interior Department. Disclosures outside the Department of the Interior may be made; (1) to the U. S. Department of Justice when related to litigation or anticipated litigation, (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or, (3) to a Congressional office from the record of an individual in response to an inquiry made at the request of that individual, (4) to Federal, State or local agencies where necessary to obtain information relevant to the hiring or retention of an employee, or the issuance of a security clearance, contract, license, grant or other benefit, (5) to the Civil Service Commission to perform oversight reviews, (6) to the public for only those records covered by 43 CFR 20.735-18,19 and 20.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: For Confidential Statements of Employment and Financial Interests: (1) Storage -- maintained in file folders; (2) Retrievability -- filed alphabetically by position or employee name; (3) Safeguards -- maintained in locked file cabinet in locked office; (4) Disposal schedule -- 43 CFR, Part 20.735-22(e)(2) requires disposal two years after employee leaves position requiring the filing of the Statement. For Public Disclosure Statements of known Financial Interests: (1) Storage--maintained in file folders (2) Retrievability-- filed by Bureau, form number, and alphabetically by employee name at the Department Library. (3)

Accessing--maintained by Bureau or Office Ethics Counselors designated in 20.735-22(c) and maintained centrally at the main Department Library.

System manager(s) and address: Department Ethics Counselor, Office of Audit and Investigation, U.S. Department of the Interior, 18th and C Streets, N.W., Washington, D.C. 20240.

Notification procedure: Inquiries may be addressed to the System manager, as indicated above, or to the Bureau or Office Ethics Counselor as listed in 43 CFR 20.735-22(c). (See 43 CFR 2.60 for details on inquiries.)

Record access procedures: A request for access may be addressed to the System Manager (for information regarding the entire system) or to the Bureau or Office Ethics Counselor as listed in 43 CFR 20.735-22(c) (for information regarding the specific bureau or office system). The request must be in writing and be signed by the requester. The request must meet the content requirements of 43 CFR 2.63. With respect to the public disclosure statements, persons wishing to invoke the Privacy Act may do so in accordance with the foregoing procedures. However, such persons are advised that the public disclosure statements are available for direct access from Bureau of Office Ethics Counselors designated in 20.735-22(c) and at the main Department Library.

Contesting record procedures: A petition for amendment shall be addressed to the System Manager or to the appropriate Bureau or Office Ethics Counselor as listed in 43 CFR 20.735-22(c), and must meet the requirements of 43 CFR 2.71.

Record source categories: Present or past Interior employees required to file Financial Interest Statements, Ethics Counselors, employee's supervisors, or the Solicitor.

PRIVATE RELIEF CLAIMANTS, BUREAU - OFFICE OF THE SECRETARY - 13

System location: (1) Bureau of Indian Affairs, 1951 Constitution Avenue, N.W., Washington, D.C. 20245. (2) Geological Survey National Center, Reston, Virginia 22092. (3) Bureau of Land Management, Division of Legislation and Regulatory Management, 18th and C Streets, N.W., Washington, D.C. 20240.

Categories of individuals covered by the system: Individual claimants against the United States seeking remedy through private relief bills for claims involving the programs and activities of the Department of the Interior.

Categories of records in the system: Copies of relief bills and Congressional committee reports, Departmental reports on bills, correspondence, information compiled in connection with the claims, communications of requests from the sponsor of the bill on the claimant's attorney.

Authority for maintenance of the system: 5 U.S.C. 301, 43 U.S.C. 1457, 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary use of the records is to support legislation for the relief of private claimants. Disclosures outside the Department of the Interior may be made (1) to Congress on the basis and validity of claims; (2) to another Federal agency having a subject matter interest in a claim; (3) to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular; (4) to the Congressional sponsor of a private relief bill and to representatives of the individual who is subject of the legislation; (5) to the U. S. Department of Justice when related to litigation or anticipated litigation; (6) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license; (7) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: (1) Storage -- Maintained manually in file folders. (2) Retrievability -- Cross-indexed by name of claimant. (3) Safeguards -- Maintained with safeguards meeting the requirements of 43 CFR 2.51 for manual records. (4) Disposal -- Retired to Federal Records Center after three Congresses.

System manager(s) and address: (1) Director, Congressional and Legislative Staff, Room 4639, Bureau of Indian Affairs, 1951 Constitution Avenue, N.W., Washington, D.C. 20245. (2) Legislative Specialist, Geological Survey National Center, Reston, Virginia 22092. (3) Chief, Division of Legislation and Regulatory Management, Bureau of Land Management, 18th and C Streets, N.W., Washington, D.C. 20240.

Notification procedure: An individual may inquire whether or not the system contains a record pertaining to him by addressing a written request to the appropriate System Manager listed above. The inquiry must be in writing and state that the individual seeks information concerning records pertaining to him. See 43 CFR 2.60.

Record access procedures: Same as Notification. See 43 CFR 2.63 for additional content requirements for requests.

Contesting record procedures: A petition for amendment should be addressed to the System Manager and must meet the requirements of 43 CFR 2.71.

Record source categories: Congress, individual claimants, bureaus and offices of the Department.

LIBRARY CIRCULATION CONTROL SYSTEM – OFFICE OF THE SECRETARY – 35

System location: (1) Office of Library Services, U.S. Department of the Interior, 18th and C Streets, N.W., Washington, D.C. 20240. (2) Libraries maintained by bureaus and offices of the Department. (List of addresses may be obtained from the System Manager.)

Categories of individuals covered by the system: Borrowers of library materials from Department of the Interior libraries.

Categories of records in the system: Borrowers' name and working address, book call number and due date.

Authority for maintenance of the system: 43 U.S.C. 67a, 1457, 1467, 40 U.S.C. 483(b), 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary use of the records is control of library materials. Disclosures outside the Department of the Interior may be made (1) to the U. S. Department of Justice when related to litigation or anticipated litigation; (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: (1) Storage -- manual card file. (2) Retrievability -- name, call number, date due. (3) Safeguards -- attended constantly during working hours, library locked thereafter. (4) Retention and Disposal -- current year plus one, disposed of in regular trash.

System manager(s) and address: Director, Office of Library Services, Department of the Interior, Washington, D.C. 20240.

Notification procedure: Inquiries regarding the existence of records shall be addressed to the System Manager, with respect to records located in the Office of Library Services, and to individual librarians with respect to records located in the facility for which each is responsible. A written, signed request stating that the requester seeks information concerning records pertaining to him is required. See 43 CFR 2.60.

Record access procedures: A request for access shall be addressed to the System Manager, with respect to records located in the Office of Library Services, and to individual librarians with respect to records located in the facility for which each is responsible. The request must be in writing and be signed by the requester. The request must meet the content requirements of 43 CFR 2.63.

Contesting record procedures: A petition for amendment shall be addressed to the System Manager and must meet the content requirements of 43 CFR 2.71.

Record source categories: Individual using library services.

PRIVACY ACT FILES - OFFICE OF THE SECRETARY - 57

System location: (1) Office of the Assistant Secretary -- Administration and Management, U.S. Department of the Interior, 18th and C Streets, N.W., Washington, D.C. 20240. (2) Offices of Privacy Act Officers of each bureau of the Department. (See Appendix for addresses of bureau headquarters offices.)

Categories of individuals covered by the system: (1) Individuals who have submitted requests for notification, access or amendment of records under the Privacy Act. (2) Individuals who have filed Privacy Act appeals with Assistant Secretary--Administration and Management under the department's regulations. (3) Offices of Systems Managers and other officials authorized to receive requests for notification and access and petitions for amendments. (See system notices for addresses.)

Categories of records in the system: Requests, appeals, decisions and related correspondence.

Authority for maintenance of the system: 5 U.S.C. 552a.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary uses of the records are for action on requests and appeals of Privacy Act matters. Disclosures outside the Department of the Interior may be made (1) to other Federal agencies having a subject matter interest in a request or an appeal or a decision thereon; (2) to the U. S. Department of Justice when related to litigation or anticipated litigation; (3) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license; (4) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual; (5) to Federal, State or local agencies where necessary to obtain information relevant to the hiring or retention of an employee, or the issuance of a security clearance, license, contract, grant or other benefit.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: (1) Storage -- Maintained in manual form. (2) Retrievability -- By individual name. (3) Safeguards -- Maintained with safeguards meeting the requirements of 43 CFR 2.51.

System manager(s) and address: (1) For records in the Office of the Assistant Secretary -- Administration and Management: Privacy Act Officer, Office of the Assistant Secretary -- Administration and Management, U.S. Department of the Interior, 18th and C Streets, N.W., Washington, D.C. 20240. (2) For other records: Bureau Privacy Act Officers. (See Appendix for addresses of bureau headquarters offices.)

Notification procedure: The System Manager. A written, signed request stating that the requester seeks information concerning records pertaining to him is required. See 43 CFR 2.60.

Record access procedures: A request for access should be addressed to any office or offices to which the requester has submitted a request for access or an appeal. The request must be in writing and be signed by the requester. The request must meet the content requirements of 43 CFR 2.63.

Contesting record procedures: A petition for amendment should be addressed to the appropriate System Manager and must meet the content requirements of 43 CFR 2.71.

Systems exempted from certain provisions of the act: The Privacy Act does not entitle an individual to access to information compiled in reasonable anticipation of a civil action or proceeding.

OFFICE OPERATIONS RECORDS ON EMPLOYEES, BUREAU SYSTEM – OFFICE OF THE SECRETARY – 59

System location: Substantially all facilities of the U.S. Fish and Wildlife Service, Geological Survey, Bureau of Indian Affairs, Bureau of Land Management, Bureau of Mines, Mining Enforcement and Safety Administration, National Park Service, Bureau of Outdoor Recreation, Bureau of Reclamation, Alaska Power Administration, Defense Electronic Power Administration, Southeastern Power Administration, and Southwestern Power Administration. (See items VIII-XXI in Appendix.)

Categories of individuals covered by the system: Employees of the bureaus listed under Location, above.

Categories of records in the system: Records involving operational relationships between the employee and the office in which the employee works. These records include: workload and productivity records for scheduling purposes; travel activity and budgets; accident and safety records, property accountability; studies and special projects; committee and detail assignments; locator indexes and parking space assignments.

Authority for maintenance of the system: 5 U.S.C. 301, 3101, 5105-5115, 5501-5516, 5701-5709, 31 U.S.C. 66a, 240-243, 40 U.S.C. 483(b), 43 U.S.C. 1467, 44 U.S.C. 3101, Executive Order No. 11807.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: License, to appropriate Federal, state, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license.

System manager(s) and address: (1) For the Geological Survey: Assistant Director for Administration. (2) For the Fish and Wildlife Service: Assistant Director--Administration. (3) For the Bureau of Indian Affairs: Director, Office of Administration. (4) For the Bureau of Land Management: Assistant Director--Technical Services. (5) For the Bureau of Mines: Assistant Director--Administration. (6) For the Mining Enforcement and Safety Administration: Administrative Officer. (7) For the National Park Service: Associate Director--Administration. (8) For the Bureau of Outdoor Recreation: Assistant Director for Management and Budget. (9) For the Bureau of Reclamation: Chief, Division of General Services. (10) For the Alaska Power Administration: Administrator. (13) For the Southwestern Power Administration: Administrator. (See Appendix for addresses of bureau headquarters offices.)

Notification procedure: With respect to the headquarters facility of each bureau, an individual may inquire whether the system contains a record pertaining to him by contacting the System Manager. With respect to field facilities of each bureau, an inquiry shall be addressed to the highest official of the bureau at each facility. See 43 CFR 2.60 for submission requirements.

Record access procedures: With respect to the headquarters facility of each bureau, an individual may request access to a record pertaining to him by contacting the System Manager. With respect to the field facilities of each bureau, a request shall be addressed to the highest official of the bureau at each facility. See 43 CFR 2.61 for submission requirements.

Contesting record procedures: A petition for amendment shall be addressed to the appropriate System Manager and must meet the content requirements of 43 CFR 2.71.

Record source categories: Information in this system of records either comes from the individual to whom it applies or is obtained through internal office procedures with which that individual is involved.

SAFETY MANAGEMENT INFORMATION SYSTEM - OFFICE OF THE SECRETARY - 60

System location: (1) Division of Safety Management, Office of Administrative and Management Policy, Office of the Secretary, U.S. Department of the Interior, 18th and C Streets, N.W., Washington, D.C. 20240. (2) All field offices and bureau headquarters retain copies of source document. (See Appendix for addresses.)

Categories of individuals covered by the system: Employees, contractors, concessioners and public visitors to Interior facilities who have been involved in an accident resulting in personal injury, and/or property damage.

Categories of records in the system: Contains the name, social security number (employees only), occupation, date and location of accident; data elements about the accident for analytical purposes; and descriptive narrative concerning the reason for the loss producing event.

Authority for maintenance of the system: (1) 5 U.S.C. 7901, (2) 28 U.S.C. 2671-2680, (3) 31 U.S.C. 240-243, (4) Executive Order 11807 (1974), (5) 29 CFR 1960.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary uses of the records are (a) provide summary data of injury, illness and property loss information to bureaus in a number of formats for analytical purposes in establishing program to reduce or eliminate loss producing problem areas, (b) provide listings of individual cases to bureaus to insure that accidents occurring are reported through the Safety Management Information System, and (c) adjudicating tort and employee claims. Disclosures outside the Department of the Interior may be made, (1) to a Federal, State or local government agency that has partial or complete jurisdiction over the claim or related claims; (2) to provide to the Department of Labor quarterly summary listings of fatalities and disabling injuries and illnesses in compliance with 29 CFR 1960.6; (3) to the U. S. Department of Justice when related to litigation or anticipated litigation; (4) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license; and (5) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: (1) Storage -- records are maintained on magnetic tape, with copies of source document maintained at bureau safety management headquarters, regional, and field offices where accident is reported. (2) Retrievability -- system is indexed by bureau assigned document control number. (3) Safeguards -- maintained with safeguards meeting the 'Computer Security Guidelines for Implementing the Privacy Act of 1974.' (4) Disposal -- data stored on magnetic tape is retained as a permanent record. Source documents are to be retained at the field level for five years following end of the calendar year to which the record relates.

System manager(s) and address: Assistant Director for Safety Management, Office of Administrative and Management Policy, U.S. Department of the Interior, 18th and C Streets, N.W., Washington, D.C. 20240.

Notification procedure: System manager or the field office in which the source document pertaining to the individual would be filed. The source document contained in the field office need not be maintained more than five calendar years past the date of the record as indicated in records disposal. A written and signed request stating that the requester seeks information concerning records pertaining to him/her is required. See 43 CFR 2.60.

Record access procedures: A request for access may be addressed to the System Manager or the field safety office in which the source document for the individual would be filed. The request must be in writing and be signed by the requester. The request must meet the content requirements of 43 CFR 2.63.

Contesting record procedures: A petition for amendment shall be addressed to the System Manager and must meet the requirements of 43 CFR 2.71.

Record source categories: Supervisor of employee involved in accident. Investigation conducted by supervisor of employee and may include safety professionals and other management officials of the involved bureau or office.

COMMITTEE MANAGEMENT FILES - OFFICE OF THE SECRETARY - 68

System location: (1) Department Committee Management Officer and Bureau Committee Management Officers. (2) Headquarters office of all bureaus. (See appendix for addresses.)

Categories of individuals covered by the system: Members of advisory committees and candidates for advisory committee membership.

Categories of records in the system: Biographies and records of committee participation.

Authority for maintenance of the system: 5 U.S.C. App. I.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary use of the records is administration of committee activities within the Department. Disclosures outside the Department of the Interior may be made (1) to OMB in connection with its committee management responsibilities; (2) to other Federal agencies which have joint responsibility for advisory committees or which receive or utilize advice of the committees; (3) to a Federal, State or local agency, private organization or individual as necessary to obtain information in connection with a decision concerning appointment or reappointment of an individual to committee membership; (4) to the U. S. Department of Justice when related to litigation or anticipated litigation; (5) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: (1) Storage -- maintained in file folders. (2) Retrievability -- filed by committee or bureau. (3) Safeguards -- maintained with safeguards meeting the requirements of 43 CFR 2.51 for manual records. (4) Disposal -- Department Committee Management Office records are maintained no longer than two years. Bureau records are subject to bureau disposal schedules.

System manager(s) and address: Department Committee Management Officer, U.S. Department of the Interior, Washington, D.C. 20240.

Notification procedure: System Manager. A written and signed request stating that the requester seeks information concerning records pertaining to him is required. See 43 CFR 2.60.

Record access procedures: A request for access may be addressed to the System Manager. The request must be in writing and be signed by the requester. The request must meet the content requirements of 43 CFR 2.63.

Contesting record procedures: A petition for amendment shall be addressed to the System Manager and must meet the requirements of 43 CFR 2.71.

Record source categories: Individual members or candidates for membership. Persons recommending or proposing or having knowledge of the qualifications of an individual.

Systems exempted from certain provisions of the act: Under the specific exemption authority of 5 U.S.C. 552a(k)(5), the Department of the Interior has adopted a regulation (43 CFR 2.79(c)) which exempts this system from the provisions of 5 U.S.C. 552a(c)(3), (d), (e)(1), (e)(4)(G), (H) and (I) and (f) to the extent that the system consists of investigatory material compiled solely for the purpose of determining suitability, eligibility or qualifications for federal civilian employment. The reasons for adoption of this regulation are set out at 40 FR 50432 (October 29, 1975).

FREEDOM OF INFORMATION REQUEST FILES SYSTEM - OFFICE OF THE SECRETARY - 71

System location: All facilities of the Department of the Interior which have received requests under the Freedom of Information Act seeking access to or copies of records.

Categories of individuals covered by the system: Individuals who have submitted Freedom of Information requests.

Categories of records in the system: Requests, responses, related documents.

Authority for maintenance of the system: 5 U.S.C. 552.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary use of the records is to administer Freedom of Information requests. Disclosures outside the Department of the Interior may be made (1) to other Federal agencies having a subject matter interest in a request or an appeal or a decision thereon; (2) to the U. S. Department of Justice when related to litigation or anticipated litigation; (3) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license.

System manager(s) and address: For the office or bureau for which each is responsible, the head of each office making up the Office of the Secretary, each other Departmental office and each bureau. (See Appendix for addresses of office and bureau headquarters offices.)

Notification procedure: Inquiries regarding the existence of records in the system shall be addressed to each facility to which an individual has submitted a Freedom of Information request. See 43 CFR 2.60 for submission requirements.

Record access procedures: A request for access shall be addressed to each facility to which the requester has submitted a Freedom of Information request. See 43 CFR 2.61 for submission requirements.

Contesting record procedures: A petition for amendment shall be addressed to the System Manager and must meet the content requirements of 43 CFR 2.71.

Record source categories: Requesters, internally generated documents.

Systems exempted from certain provisions of the act: The Privacy Act does not entitle an individual to access to information compiled in reasonable anticipation of a civil action or proceeding.

SUPERVISORS' RECORDS OF EMPLOYEES - OFFICE OF THE SECRETARY - 75

System location: Authorized to be maintained by immediate supervisors and one additional organizational level at all facilities of the Department of Interior. (See Appendix for addresses.)

Categories of individuals covered by the system: Current employees and employees departed within the past one year.

Categories of records in the system: These records relate to individuals while employed by the Department of the Interior and contain such information as: emergency addressee information; record of personnel actions; record of employee/supervisor discussions; copies of officially recommended actions such as personnel actions, awards, disciplinary actions, and training requests.

Authority for maintenance of the system: 5 U.S.C. 1302, 2951, 4148, 4308, 4506, 3101, 43 U.S.C. 1457, Reorganization Plan 3 of 1950, Executive Order 10561 (September 13, 1954).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary uses of the records are (a) as a source of data to initiate requests for personnel actions, to plan and schedule training, to counsel employees on their performance, to establish a basis for proposing commendations or disciplinary actions, and to carry out their personnel management responsibilities in general, and (b) to complete reference checks or supervisory appraisals. Disclosures outside the Department of the Interior may be made (1) to the U. S. Department of Justice when related to litigation or anticipated litigation; (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license; (3) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: (1) Storage -- records are maintained on SF-7B's and/or authorized attachments thereto. (2) Retrievability -- records are indexed by any combination of name or Social Security Account Number. (3) Safeguards -- maintained with safeguards meeting the requirements of 43 CFR 2.51. (4) Retention and Disposal -- records are maintained on current employees and on former employees for one year after the employee vacates the position he holds in the bureau.

System manager(s) and address: The Personnel Officer of each bureau of the Department for the records maintained in his bureau. (See Appendix for addresses of bureau headquarters offices.) The Chief, Division of Personnel Services, Office of Secretarial Operations, U.S. Department of the Interior, Washington, D.C. 20240 for records maintained by offices in the Office of the Secretary and the other Departmental offices.

Notification procedure: An individual may inquire whether or not the system contains a record pertaining to him by contacting his supervisor and/or the Personnel Officer who services the installation where the employee is (or was) employed. See 43 CFR 2.60 for procedures.

Record access procedures: Requests for access to records should be addressed to the requester's supervisor and/or the Personnel Officer servicing the installation where the employee is (or was) employed. See 43 CFR 2.63 for procedures.

Contesting record procedures: A petition for amendment should be addressed to the appropriate System Manager and must meet the content requirements of 43 CFR 2.71.

Record source categories: Information in this system of records either comes from the individual to whom it applies or is derived from information he supplied, except information provided by agency officials.

EMPLOYEE EXPERIENCE, SKILLS, PERFORMANCE AND CAREER DEVELOPMENT RECORDS – OFFICE OF THE SECRETARY – 76

System location: Servicing personnel office and/or administrative office of all bureaus and offices of the Department of the Interior.

Categories of individuals covered by the system: Current employees of the Department of the Interior.

Categories of records in the system: These records relate to employees and contain such information as: name; date of birth; social security number; office address and phone; service computation date; physical limitations or interests which might affect type or location of assignment; career interests; education history; work or skills experience; availability for geographic relocation; outside activities including membership in professional organizations; listing of special qualifications; licenses and certificates held; listing of honors and awards; career goals and objectives of the employee; annual supervisory evaluation.

Authority for maintenance of the system: 5 U.S.C. 1302, 2951, 4118, 4308, 4506, 3101, 43 U.S.C. 1457, Reorganization Plan 3 of 1950, Executive Order 10561.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary uses of the records are (a) by bureau officials for purposes of review in connection with transfers, promotions, reassignments, adverse actions, disciplinary actions, and determination of qualifications of an individual, and (b) by bureau officials for setting out career goals and objectives of the employee and for documenting attainment of these targets. Disclosures outside the Department of the Interior may be made (1) to the U. S. Department of Justice when related to litigation or anticipated litigation; (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license; (3) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: (1) Storage -- records are maintained manually in file folders or on pre-printed forms in file cabinets or on computer media. (2) Retrievability -- Records may be indexed by name of the subject employee. (3) Safeguards -- Records are maintained with safeguards meeting minimum security requirements of 43 CFR 2.51. (4) Retention and Disposal -- Records are maintained only current employees. Records are destroyed upon departure of the employee.

System manager(s) and address: (1) The Personnel Officer of each bureau of the Department for records maintained in his bureaus. (See Appendix for addresses of bureau headquarters offices.) (2) The chief, Division of Personnel Services, Office of Secretarial Operations, U.S. Department of the Interior, 18th and C Streets, N.W., Washington, D.C. 20240.

Notification procedure: An individual may inquire whether or not the system contains a record pertaining to him by contacting: The personnel officer and/or administrative officer servicing the facility where he is employed.

Record access procedures: Current employees who wish to gain access to their records should contact: Same as above. See 43 CFR 2.63.

Contesting record procedures: Employees who wish to contest their records should contact: Personnel Officer, bureau or office where employed. See 43 CFR 2.71.

Record source categories: Information in this system of records either comes from the individual to whom it applies or is derived from information he supplied, except information provided by agency officials.

UNFAIR LABOR PRACTICE CHARGES/COMPLAINTS – OFFICE OF THE SECRETARY – 77

System location: a. For Departmental Head: Office of the Secretary, Personnel Management, Division of Labor Management Relations, 19th & C Streets, N.W., Washington, D.C. 20240. b. For Employees of BIA: Bureau of Indian Affairs, Division of Personnel Management, 1951 Constitution Ave., N.W., Washington, D.C. 20245. c. For employees of EBM: Bureau of Mines, Division of Personnel, Branch of Compensation and Labor Relations, Room 2629, Washington, D.C. 20240. d. For Employees of EGS: Geological Survey, 215 National Center, 12201 Sunrise Valley Drive, Reston, Virginia 22092. e. For Employees of MESA: Mining Enforcement and Safety Administration, Division of Personnel, 4015 Wilson Boulevard, Arlington, Virginia 22203. f. For Employees of EAP: Alaska Power Administration, p. o. box 50, Juneau, ALaska 99801. g. For Employees of EBP: Bonneville Power Administration, 1002 N.E. Holladay Street, Portland, Oregon 97208. h. For Employees of ESW: Southwestern Power Administration, Branch of Personnel, P.O. Drawer 1619, Tulsa, Oklahoma 74101. i. For Employees of FNP: National Park Service, Division of Personnel, Branch of Labor Management Relations, 19th and C Streets, N.W., Washington, D.C. 20240. j. For Employees of FFWS: U.S. Fish and Wildlife Service, Division of Personnel Management and Organization, 19th and C Streets, N.W., Washington, D.C. 20240. k. For Employees of LBR: Bureau of Reclamation, Division of Personnel & Management, Compensation & Labor Relations Branch, 19th and C Streets, N.W., Washington, D.C. 20240. l. For Employees of LLM: Bureau of Land Management, Division of Personnel (530), 19th and C Streets, N.W., Washington, D.C. 20240. m. For Employees of FOR: Bureau of Outdoor Recreation, Division of Personnel, 19th and C Streets, N.W., Washington, D.C. 20240. n. For Employees of OS and other Departmental Offices: Office of the Secretary, Division of Personnel Services, Branch of Programs, Standards and Issuances, 19th and C Streets, N.W., Washington, D.C. 20240. o. For Employees of ESE: Southeastern Power Administration, Elberton, Georgia 30635.

Categories of individuals covered by the system: Interior employees filing unfair labor practice charges/complaints.

Categories of records in the system: Formal charge and complaint; name, address, and other personal information about complainant, transcript of hearing (if held), and information about other personnel in complainant's work unit, as relevant.

Authority for maintenance of the system: Executive Order 11491, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary uses of the records are to administer charges or complaints of unfair labor practices. Disclosures outside the Department of the Interior may be made (1) to the Department of Labor and to the Federal Labor Relations Council for settlement of the complaint or appeal; (2) to the U. S. Department of Justice when related to litigation or anticipated litigation; (3) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license; (4) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: (1) Storage -- paper records in file folders. (2) Retrievability -- name and docket or case number. (3) Safeguards -- records are locked in lockable metal file cabinets or in metal file cabinets in secured rooms or secured premises with access limited to those whose official duties require access. (4) Retention and Disposal -- records are retained indefinitely.

System manager(s) and address: For records at Location (a): Chief, Division of Labor Management Relations, Office of the Secretary, Personnel Management, Division of Labor Management Relations, 19th and C Streets, N.W., Washington, D.C. 20240. For records at Location (b): Labor Relations Officer, Bureau of Indian Affairs, Division of Personnel Management, 1951 Constitution Ave., N.W., Washington, D.C. 20245. For records at Location (c): Labor Relations Officer, Bureau of Mines, Division of Personnel, Branch of Compensation and Labor Relations, 19th and C Streets, N.W., Washington, D.C. 20240. For records at Location (d): Personnel Officer, Geological Survey, National Center, 12201 Sunrise Valley Drive, Reston, Virginia 22092. For records at Location (e): Chief, Division of Personnel, Mining Enforcement and Safety Administration, 4015 Wilson Boulevard, Arlington, Virginia 22203. For records at Location (f): Administrative Officer, Alaska Power Administration, P.O. Box 50, Juneau, Alaska 99801. For records at Location (g): Labor Relations Officer, Bonneville Power Administration, 1002 N.E. Holladay Street, Portland, Oregon 97208. For records at Location (h): Chief, Branch of Personnel, Southwestern Power Administration, P.O. Drawer 1619, Tulsa, Oklahoma 74101. For records at Location (i): Labor Relations Officer, National Park Service, Division of Personnel, Branch of Labor Management Relations, 19th and C Streets, N.W., Washington, D.C. 20240. For records at Location (j): Personnel Officer, U.S. Fish and Wildlife Service, Division of Personnel Management and Organization, 19th & C Streets, N.W., Washington, D.C. 20240. For records at Location (k): Labor Relations Officer, Bureau of Reclamation, Division of Personnel and Management, Compensation and Labor Relations Branch, 19th & C Streets, N.W., Washington, D.C. 20240. For records at Location (l): Labor Relations Officer, Bureau of Land Management, Division of Personnel (530), 19th & C Streets, N.W., Washington, D.C. 20240. For records at Location (m): Labor Relations Officer, Bureau of Outdoor Recreation, Division of Personnel, 19th & C Streets, N.W., Washington, D.C. 20240. For records at Location (n): Chief, Branch of Programs, Standards and Issuances, Office of the Secretary, 19th & C Streets, N.W., Washington, D.C. 20240. For records at Location (o): Administrative Officer, Southeastern Power Administration, Elberton, Georgia 30635.

Notification procedure: Inquiries regarding the existence of records should be addressed to the appropriate System Manager. A written, signed request stating that the requester seeks information concerning records pertaining to him is required. See 43 CFR 2.60.

Record access procedures: A request for access may be addressed to the appropriate System Manager. The request must be in writing and be signed by the requester. The request must meet the content requirements of 43 CFR 2.63.

Contesting record procedures: A petition for amendment should be addressed to the appropriate System Manager and must meet the content requirements of 43 CFR 2.71.

Record source categories: Subject complainant, colleagues and supervisors of complainant and management officials.

NEGOTIATED GRIEVANCE PROCEDURE FILES – OFFICE OF THE SECRETARY – 78

System location: a. For Departmental Head: Office of the Secretary, Personnel Management, Division of Labor Management Relations, 19th & C Streets, N.W., Washington, D.C. 20240. b. For Employees of BIA: Bureau of Indian Affairs, Division of Personnel Management, 1951 Constitution Ave., N.W., Washington, D.C. 20245. c. For Employees of EBM: Bureau of Mines, Division of Personnel, Branch of Compensation and Labor Relations, Room 2629, Washington, D.C. 20240. d. For Employees of EGS: Geological Survey, 215 National Center, 12201 Sunrise Valley Drive, Reston, Virginia 22092. e. For Employees of MESA: Mining Enforcement and Safety Administration, Division of Personnel, EAP: Alaska Power Administration, P.O. Box 50, Juneau, Alaska 99801. g. For Employees of EBP: Bonneville Power Administration, 1002 N.E. Holladay Street, Portland, Oregon 97208. h. For Employees of ESW: Southwestern Power Administration, Branch of Personnel, P.O. Drawer 1619, Tulsa, Oklahoma 74101. i. For Employees of FNP: National Park Service, Division of Personnel, Branch of Labor Management Relations, 19th and C Streets, N.W., Washington, D.C. 20240. j. For Employees of FWS: U.S. Fish and Wildlife Service, Division of Personnel Management and Organization, 19th and C Streets, N.W., Washington, D.C. 20240. k. For Employees of LBR: Bureau of Reclamation, Division of Personnel & Management, Compensation & Labor Relations Branch, 19th and C Streets, N.W., Washington, D.C. 20240. l. For Employees of LLM: Bureau of Land Management, Division of Personnel (530), 19th and C Streets, N.W., Washington, D.C. 20240. m. For Employees of FOR: Bureau of Outdoor Recreation, Division of Personnel, 19th and C Streets, N.W., Washington, D.C. 20240. n. For Employees of OS and other Departmental Offices: Office of the Secretary, Division of Personnel Services, Branch of Programs, Standards and Issuances, 19th and C Streets, N.W., Washington, D.C. 20240. o. For Employees of ESE: Southeastern Power Administration, Elberton, Georgia 30635.

Categories of individuals covered by the system: Interior employees filing grievances/complaints.

Categories of records in the system: Formal charge and complaint; name, address, and other personal information about complainant; transcript of hearing (if held), and information about other personnel in complainant's work unit, as relevant.

Authority for maintenance of the system: Executive Order 11491, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary uses of the records are to administer employee grievances. Disclosures outside the Department of the Interior may be made (1) to the Federal Labor Relations Council, or to the Department of Justice when related to litigation or anticipated litigation; (3) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license; (4) from the record of an individual in response to an inquiry from a Congressional office made at the request of the individual.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: (1) Storage -- paper records in file folders. (2) Retrievability -- name and Docket or Case number. (3) Safeguards -- records are located in lockable metal file cabinets or in metal file cabinets in secured premises with access limited to those whose official duties require access. (4) Retention and Disposal -- records are retained indefinitely.

System manager(s) and address: For records at Location (a): Chief, Division of Labor Management Relations, Office of the Secretary, Personnel Management, Division of Labor Management

Relations, 19th and C Streets, N.W., Washington, D.C. 20240. For records at Location (b): Labor Relations Officer, Bureau of Indian Affairs, Division of Personnel Management, 1951 Constitution Ave., N.W., Washington, D.C. 20245. For records at Location (c): Labor Relations Officer, Bureau of Mines, Division of Personnel, Branch of Compensation and Labor Relations, 19th and C Streets, N.W., Washington, D.C. 20240. For records at Location (d): Personnel Officer, Geological Survey, National Center, 12201 Sunrise Valley Drive, Reston, Virginia 22092. For records at Location (e): Chief, Division of Personnel, Mining Enforcement and Safety Administration, 4015 Wilson Boulevard, Arlington, Virginia 22203. For records at Location (f): Administrative Officer, Alaska Power Administration, P.O. Box 50, Juneau, Alaska 99801. For records at Location (g): Labor Relations Officer, Bonneville Power Administration, 1002 N.E. Holladay Street, Portland, Oregon 97208. For records at Location (h): Chief, Branch of Personnel, Southwestern Power Administration, P.O. Drawer 1619, Tulsa, Oklahoma 74101. For records at Location (i): Labor Relations Officer, National Park Service, Division of Personnel, Branch of Labor Management Relations, 19th and C Streets, N.W., Washington, D.C. 20240. For records at Location (j): Personnel Officer, U.S. Fish and Wildlife Service, Division of Personnel Management and Organization, 19th & C Streets, N.W., Washington, D.C. 20240. For records at Location (k): Labor Relations Officer, Bureau of Reclamation, Division of Personnel and Management, Compensation and Labor Relations Branch, 19th & C Streets, N.W., Washington, D.C. 20240. For records at Location (l): Labor Relations Officer, Bureau of Land Management, Division of Personnel (530), 19th & C Streets, N.W., Washington, D.C. 20240. For records at Location (m): Labor Relations Officer, Bureau of Outdoor Recreation, Division of Personnel, 19th & C Streets, N.W., Washington, D.C. 20240. For records at Location (n): Chief, Branch of Programs, Standards and Issuances, Office of the Secretary, 19th & C Streets, N.W., Washington, D.C. 20240. For records at Location (o): Administrative Officer, Southeastern Power Administration, Elberton, Georgia 30635.

Notification procedure: Inquiries regarding the existence of records should be addressed to the appropriate System Manager. A written, signed request stating that the requester seeks information concerning records pertaining to him is required. See 43 CFR 2.60.

Record access procedures: A request for access may be addressed to the appropriate System Manager. The request must be in writing and be signed by the requester.

Contesting record procedures: A petition for amendment should be addressed to the appropriate System Manager. The request must meet the content requirements of 43 CFR 2.63. System Manager and must meet the content requirements of 43 CFR 2.71.

Record source categories: Subject complainant, colleagues and supervisors of complainant and management officials.

EMERGENCY LOAN FUND COMMITTEE LOAN RECORDS - OFFICE OF THE SECRETARY - 80

System location: Emergency Loan Fund Treasurers at (1) Office of Secretarial Operations - Fiscal, Bureau of Land Management, (3) Fish and Wildlife Service, (4) Bureau of Outdoor Recreation, (5) Bureau of Reclamation, all at Interior Bldg. 18th and C Streets, N.W., Washington, D.C. 20240, (6) Bureau of Indian Affairs, Interior Bldg. South, 1951 Constitution Ave., N.W., Washington, D.C. 20240, (7) Headquarters, Geological Survey, 12201 Sunrise Valley Dr., Reston, Va. 22092, (8) National Park Service, 1100 L St., N.W. Washington, D.C., (9) Bureau of Mines, Columbia Plaza, 2401 E Street, N. W., Washington, D. C. 20242. Three more Treasurers to be assigned in the Office of the Secretary.

Categories of individuals covered by the system: Employees of the Department of the Interior who have applied for emergency loans.

Categories of records in the system: Contains the name, grade, and organization of person applying for a loan. Contains a statement of need for the loan written by the employee and endorsed by his supervisor. Contains a record of action taken by the Emergency Loan Committee, a schedule of repayments and a history of how repayment was accomplished.

Authority for maintenance of the system: 5 U.S.C. 301, 3101, 43 U.S.C. 1457i 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary uses of the records are for application, approval, processing and accounting of emergency loans. Disclosures outside the Department of the Interior may be made (1) to the U. S. Department of Justice when related to litigation or anticipated litigation; (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license; (3) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: (1) Storage -- maintained in manual form in file folders. (2) Retrievability -- indexed by name of borrower. (3) Safeguards -- stored in file cabinets in locked rooms. (4) Disposal -- accomplished by individual treasurers according to disposal schedule each has devised.

System manager(s) and address: Chairman, Emergency Loan Fund, Office of Personnel Management, U.S. Department of the Interior, 18th and C Streets, N.W., Washington, D.C. 20240.

Notification procedure: To determine if the system contains a record on himself, an individual may contact: The Treasurer of the Emergency Loan Fund servicing his bureau and work location. See 43 CFR 2.60.

Record access procedures: An individual may gain access to the records about himself by contacting the Treasurer of the Emergency Loan Fund which services his bureau and work location. See 43 CFR 2.63.

Contesting record procedures: An individual may contest the records about himself by contacting the System Manager. See 43 CFR 2.71.

Record source categories: Information in this system of records comes from the individual himself and from his supervisor.

APPEALS, GRIEVANCES, AND COMPLAINTS RECORDS - CSC/GOVT - 1

System location:

U.S. Civil Service Commission, 1900 E Street, N.W., Washington, D.C. 20415, offices of the Civil Service Commission, as indicated in the appendix and agency personnel or designated offices.

Categories of individuals covered by the system: Applicants for Federal employment, current and former Federal employees, agencies, and annuitants who appeal a determination made by an official of an agency or the Civil Service Commission to the Civil Service Commission, a Board established to adjudicate appeals, or an agency.

Categories of records in the system: This system of records contains information or documents relating to a decision or determination made by an agency or the Commission affecting an individual. This system of records includes files of appeals under Part 772 of the Commission's regulations, classification appeal performance rating appeal files. Fair Labor Standards Act complaints, grievance files, and EEO complaint files.

Authority for maintenance of the system: Title 5, U.S.C., Sections 1302, 3301, 3302, 4308, 5115, 5338, 5351, 5388, 7151, 7154, 7301, 7501, 7512, 7701, 8347, Executive Orders 9830, 10577, 10987, 11222, 11478, and Pub. L. 93-259.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: These records and information in the records may be used:

- a. To respond to a request from a Member of Congress regarding the status of an appeal, complaint, or grievance.
- b. To provide information to the public on the decision of an appeal, complaint, or grievance required by the Freedom of Information Act.
- c. To respond to a court subpoena and/or refer to a district court in connection with a civil suit.
- d. To adjudicate an appeal, complaint, or grievance.
- e. As a data source for management information for production of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained or for related personnel management functions or manpower studies; may also be utilized to respond to general requests for statistical information (without personal identification of individuals) under the Freedom of Information Act or to locate individuals for personnel research.
- f. To refer pertinent information to the appropriate Federal, State, or local agency responsible for investigating, prosecuting, enforcing, or implementing a statute, rule, regulation, or order where there is an indication of a violation or potential violation of civil or criminal law or regulation.
- g. To request information from a Federal, State, or local agency maintaining civil, criminal, or other information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or issuance of a grant, license, or other benefit.
- h. To disclose information to the Office of Management and budget at any stage in the legislative coordination and clearance process in connection with private relief legislation as set forth in OMB Circular No. A-19.
- i. To provide information to a congressional office from the record of an individual in response to an inquiry from a congressional office made at the request of that individual.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: See Storage, Retrievability, Safeguards, Access, Retention, and Disposal below.

Storage: These records are maintained in file folders, binders, and index cards.

Retrievability: These records are indexed by the names of the individuals on whom they are maintained.

Safeguards: Access to and use of these records are limited to those persons whose official duties require such access. Personnel screening is employed to prevent unauthorized disclosure.

Retention and disposal: These records are maintained up to two years from the closing of the case and are transferred to the GSA Regional Federal Records Centers. They are destroyed by the Federal Records Centers when the records are seven years old.

System manager(s) and address:

a. Appeals Review Board appeal and reopening petition Control Index Card file: Chairman, Appeals Review Board, U.S. Civil Service Commission, 1900 E Street, NW., Washington, D.C. 20415.

b. Appeals under Part 772: Director, Federal Employee Appeals Authority, U.S. Civil Service Commission, 1900 E Street, NW., Washington, D.C. 20415.

c. Classification appeals to the Commission, performance rating appeals, and complaints records: Director, Bureau of Personnel Management-Evaluation, U.S. Civil Service Commission, 1900 E Street, NW., Washington, D.C. 20415.

d. Agency adverse action appeals records (initiated prior to September 9, 1974), classification appeals in agencies, EEO complaint files, and grievances records: Personnel Officer or designated official, Local Agency Installation.

Notification procedure: Same as above. Individuals who have filed appeals or grievances are aware that fact and have been provided a copy of the record. They may, however, contact the appropriate system manager indicated above regarding the existence of such records pertaining to them. It is necessary to furnish the following information:

a. Full name.

b. Date of birth.

c. Agency in which employed and the approximate date.

d. Kind of action taken by the agency when making inquiries about records.

Record access procedures: Individuals who have appealed or filed a grievance about a decision or determination made by an agency or about conditions existing in an agency already have been provided a copy of the record. The contest, amendment, or correction of an appeal or grievance record is permitted during the prosecution of an appeal, grievance, or complaint by the individual to whom the record pertains. However, after an appeal, grievance, or complaint case has been closed: an individual may gain access to, or contest the official copy of, an appeal, grievance, or complaint record by writing the appropriate system manager indicated above. Individuals should provide their name, date of birth, agency in which employed, approximate date, and the kind of action taken by the agency when requesting access to, or contest of, records.

Contesting record procedures: Same as the above.

Record source categories: The sources of these records are indicated below.

a. Individual to whom the record pertains.

b. Agency and/or Commission officials.

c. Affidavits or statements from employee.

d. Testimony of witnesses.

e. Official documents relating to the appeal, grievance, or complaint.

f. Correspondence from specific organization or persons.

CONFIDENTIAL EMPLOYMENT AND FINANCIAL INTEREST STATEMENTS - CSC/GOVT - 2

System location: The records are located in agencies and the Civil Service Commission as indicated below.

- a. Office of the General Counsel, U.S. Civil Service Commission, 1900 E Street., Washington, D.C. 20415.
- b. Office of the General Counsel or designated official, Department or Agency with which employed, Washington, D.C.

Categories of individuals covered by the system: Agency heads; Presidential appointees in the Executive Office of the President; Presidential appointed full-time members of committees, boards or commissions; and agency employees that are required by Executive Order 11222 to file such statements, including former employees.

Categories of records in the system: Contains statements of personal and family holdings and other interests in business enterprises; listing of creditors, outside employment and opinion of counsel; and confirmation material.

Authority for maintenance of the system: Executive Order 11222

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: These records are used as indicated below.

- a. To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal or regulatory in nature, to the appropriate agency whether Federal, state, or local charged with the responsibility of investigating or implementing the statute, or rule, regulation or order issued pursuant thereto.
- b. To provide information or disclose to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, or other benefit to the extent that the information is relevant and necessary to the requesting agency's decision on that matter.
- c. As a data source for management information for production of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained, or for related personnel management functions or manpower studies; may also be utilized to respond to general requests for statistical information (without personal identification of individuals) under the Freedom of Information Act or to locate specific individuals for personnel research or other personnel management functions.
- d. To provide information to a congressional office from the record of an individual in response to an inquiry from a congressional office made at the request of that individual.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: See Storage, Retrievability, Safeguards, Access, Retention and Disposals below.

Storage: These records are maintained in file folders.

Retrievability: These records are indexed by the names of the individuals on whom they are maintained.

Safeguards: These records are located in lockable metal file cabinets.

Retention and disposal: These records are disposed of two years after separation of employee or five years upon approval of the Civil Service Commission.

System manager(s) and address: The System Managers are indicated below.

- a. For agency heads; presidential appointees in the Executive Office of the President; Presidential appointed full-time members of committees, or commissions, Commissioners and employees of the Civil Service Commission:

Office of the General Counsel, U.S. Civil Service Commission, 1900 E Street N.W., Washington, D.C.

b. For all employees other than those indicated above:
Office of the General Counsel, Department or Agency with
which employed, Washington, D.C.

Notification procedure: Same as the above. It is necessary to
furnish the following information in order to identify the individual
whose records are requested:

- a. Full name.
- b. Department or agency and component.
- c. Mailing address to which the reply should be mailed.

Record access procedures: An individual can obtain information
on the procedures for gaining access to and controlling the records by
contacting in person or by writing the appropriate System Manager
indicated above.

Contesting record procedures: Same as the above.

Record source categories: Individuals on whom records are main-
tained.

GENERAL PERSONNEL RECORDS – CSC/GOVT – 3

System location: These records are located in agencies and the National Personnel Records Center as indicated below.

a. Current Federal employees: Personnel Office or designated office, Department or Agency with which employed, Local Installation.

b. Former Federal employees: National Personnel Records Center, General Services Administration, 111 Winnebago Street, St. Louis, Missouri 63118.

Categories of individuals covered by the system: Current and former Federal employees.

Categories of records in the system: These records contain information about an individual such as the birth date; Social Security Number; veteran preference; tenure; handicap; past and present salaries, grades, and position titles; letters of commendation, reprimand, charges, and decision on charges; notice of reduction-in-force; locator files; personnel actions, including but not limited to, appointment, reassignment, demotion, detail, promotion, transfer, and separation; training files; minority group designator files; records relating to life insurance, health benefits, and designation of beneficiary; performance ratings; awards; medical records; performance appraisals; appraisals of potential; Central Personnel Data File (CPDF); and mobility assignment files under the Intergovernmental Personnel Act; and agency adverse action files.

Authority for maintenance of the system: Title 5, U.S.C. Section 1302, 2951, 4118, 4308, 4506, and Executive Order 10561, September 13, 1954.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information in these records may be:

a. Used in the selection process by the agency maintaining the record in connection with appointments, transfers, promotions, or qualifications determinations. To the extent relevant and necessary, it will be furnished upon request to other agencies for the same purpose.

b. Disclosed to other Government agencies maintaining relevant enforcement or other information if necessary to obtain from these agencies information pertinent to decisions regarding hiring or retention.

c. Disclosed to prospective employers or other organizations, at the request of the individual.

d. Disclosed to officials of foreign Governments for clearance before employee is assigned to that country.

e. Disclosed to educational institutions for training purposes.

f. Disclosed to the Department of Labor; Veterans' Administration; Social Security Administration; Department of Defense; Federal agencies who may have special civilian employee retirement programs; National, State, county, municipal, or other publicly recognized charitable or social security administration agency to adjudicate a claim for benefits under the Bureau of Retirement, Insurance, and Occupational Health or the recipient's benefit program(s), or to conduct an analytical study of benefits being paid under such programs.

g. Disclosed to health insurance carriers or plans participating in Federal Employees' Health Benefits Program in support of a claim for health insurance benefits.

h. Disclosed to Federal Employees' group Life Insurance Program in support of an individual's claim for life insurance benefits.

i. Disclosed to labor organizations in response to requests for names of employees and identifying information.

j. If information indicates a possible violation of law, it may be disclosed to law enforcement agencies.

k. Disclosed to district courts to render a decision when an agency has refused to release to current or former Federal employee a record under the Freedom of Information Act.

l. Disclosed to district courts for use in rendering a decision when an agency has refused to release a record to the individual under Freedom of Information Act (FOIA).

m. Used to provide statistical reports to Congress, agencies, and the public on characteristics of the Federal work force.

n. Used in the production of summary descriptive statistics and analytical studies; may also be used to respond to general requests for statistical information (without personal identifier) under FOIA: or to locate individuals for personnel research or other personnel research functions.

o. Disclosed to the Office of Management and budget at any stage in the legislative coordination and clearance process in connection with private relief legislation as set forth in OMB Circular No. A-19.

p. Disclosed to the appropriate Federal, State, or local agency responsible for investigating, prosecuting, enforcing, or implementing a statute, rule, regulation, or order where there is an indication of a violation or potential violation of civil or criminal law or regulation.

q. Disclosed to an agency upon request for determination of an individual's entitlement to benefits in connection with the Federal Housing Administration programs.

r. To provide information to a congressional office from the record of an individual in response to an inquiry from a congressional office made at the request of that individual.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: See Storage, Retrievability, Safeguards, Access, Retention and Disposal below.

Storage: The records are maintained in file folders, magnetic tape, punched cards, microfiche, lists, and forms.

Retrievability: Records are indexed by any combination of name, birth date, Social Security Number, or identification number.

Safeguards: Records are located in lockable metal file cabinets or in secured rooms with access limited to those whose official duties require access.

Retention and disposal: The Official Personnel Folder (OPF) is retained by the employing agency as long as the individual is employed with that agency. When the individual transfers to another Federal agency or to another appointing office, the OPF is sent to that agency or office. Within thirty (30) days after an individual separates from the Federal service, the OPF is sent to the National Personnel Records Center. Adverse action files are retained by the agency indefinitely. Other records are maintained for 2 years or destroyed when an individual leave the agency.

System manager(s) and address: The System Managers are indicated below.

a. For current Federal employees: Personnel Officer or other designated official, Department or Agency with which employed, Local Installation.

b. For former Federal employees; Director, Bureau of Manpower Information Systems, U.S. Civil Service Commission, 1900 E Street, N.W., Washington, D.C. 20415

Notification procedure: The procedures are indicated below.

a. If interest is in a specific agency or department inquiries, including name, date of birth, and Social Security Number, should be addressed to: Director of Personnel, Department or Agency concerned, Washington, D.C.

b. Other inquiries, including name, date of birth, and Social Security Number, should be addressed to: Director, Bureau of Manpower Information Systems, U.S. Civil Service Commission, 1900 E Street, N.W., Washington, D.C. 20415

Record access procedures: The procedures are indicated below.

a. Current Federal employees who wish to gain access to their records should contact their: Personnel Office, or designated office, Agency or Department with which employed, Agency or Department Installation.

b. Former Federal employees who wish to gain access to their records should direct such a request in writing, including their name, date of birth, and Social Security Number, to: Director, Bureau of Manpower Information Systems, U.S. Civil Service Commission, 1900 E Street, NW., Washington, D.C. 20415, or by contacting in person or writing one of the Commission's offices indicated in the appendix that is nearest to where he or she resides.

Contesting record procedures: The procedures for contesting records are indicated below.

a. Same as above for current Federal employees.

b. For former Federal employees: Direct such a request in writing, including name, date of birth, and Social Security Number to: Director, Bureau of Manpower Information Systems, U.S. Civil Service Commission, 1900 E Street, N.W., Washington, D.C. 20415.

Record source categories: Information in this system of records either comes from the individual to whom it applies or is derived from information the individual supplied, except information provided by agency officials on pay, leave and allowance records.

PERSONNEL INVESTIGATIONS RECORDS - CSC/GOVT - 4

System location: U.S. Civil Service Commission, Bureau of Personnel Investigations, 1900 E Street, N.W., Washington, D.C. 20415.

Categories of individuals covered by the system: The category of individual is indicated below.

a. Current and former applicants for employment in the Federal service, including Government corporations, Government controlled corporations and other establishments in the executive branch, and in the Government of the District of Columbia.

b. Current and former Federal employees, including employees of Government corporations, Government controlled corporations and other establishments in the executive branch, and employees of the Government of the District of Columbia.

c. American citizens who are current or former applicants for employment with International Organizations.

d. American citizens who are current or former employees of International Organizations.

e. Individuals considered for access to classified information or restricted areas and/or security determinations as contractors, employees of contractors, experts, instructors, and consultants to Federal programs.

f. Individuals considered for assignment as representatives of the Federal Government in volunteer programs.

g. Individuals who are neither applicants nor employees of the Federal Government, but are or were involved in Federal programs under a cooperative assignment or similar agreement.

h. Individuals who are neither applicants nor employees of the Federal Government, but are or were involved in matters related to the administration of the merit system.

Categories of records in the system: These records contain investigative information regarding an individual's character, conduct, and behavior in the community where he or she lives or lived; arrests and convictions for any violations against the law; reports of interviews with present and former supervisors, co-workers, associates, educators, etc.; reports about the qualifications of an individual for a specific position; reports of inquiries with law enforcement agencies, employers, educational institutions attended; and other information developed from the above.

Authority for maintenance of the system: The authorities for maintenance of the system are indicated below.

a. Section 2, Civil Service Act of 1883—original authority, now codified in Title 5, CFR Section 5.2, Civil Service Rule V.

b. Sections 1303 and 1304, Title 5, U.S. C.

c. Sections 8(b), 8(c), 9(a), 9(c), 14 Executive Order 10450.

d. Public Law 92-261 and Sections 713.216 and 713.220 of the Civil Service Regulations.

e. Section 7701, Title 5, U.S. C. (formerly Section 14 of the Veterans Preference Act of 1944, as amended), and Executive Order 10988.

f. Sections 1501-1508 and 7324-7327 of Title 5, U.S. Code (formerly Section 12(b) of the Hatch Act).

g. Section 2165 of Title 42, U.S. Code (formerly the Atomic Energy Act of 1954, as amended).

h. Section 2585 of Title 22, U.S. Code (formerly P.L. 87-297).

i. Executive Order 10422, as amended.

j. Section 2455 of Title 42, U.S. Code (formerly the National Aeronautics and Space Act, P.L. 85-568).

k. Section 1434 of Title 22, U.S. Code (formerly P.L. 80-402).

l. In addition to the provisions cited above, there are various acts of Congress that contain implied authority for the Commission to investigate, such as laws prohibiting the purchase and sale of office, holding of two offices, conspiracy and other prohibitory statutes.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The contents of these records and files may be disclosed and used as follows:

a. To designated officers and employees of other agencies and departments of the Federal Government, and the District of Columbia Government, having an interest in the individual for employment purposes, including a security clearance or access determination, and a need to evaluate qualifications, suitability, and loyalty to the United States Government.

b. To designated officers and employees of other agencies and departments of the Federal Government to avoid duplication when such agency or department conducts an investigation of the individual for the purpose of granting a security clearance, or for the purpose of making a determination of qualifications, suitability, loyalty to the United States Government, or access to classified information or restricted areas.

c. To designated officers and employees of other agencies and departments of the Federal Government having the responsibility to grant security clearance, make a determination regarding access to classified information or restricted areas, or to evaluate qualifications, suitability, or loyalty to the United States Government, in connection with performance of a service to the Federal Government under a contract or other agreement.

d. To the intelligence agencies of the Department of Defense, National Security Agency, Central Intelligence Agency, and the Federal Bureau of Investigation for use in intelligence activities.

e. To any source from which information is requested in the course of an investigation, to the extent necessary to identify the individual, inform the source of the nature and purpose of the investigation, and to identify the type of information requested.

f. In the event of an indication of any violation or potential violation of the law, whether civil, criminal, or regulatory in nature, and whether arising by statute, or by regulation, rule, or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, State, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto; such referral shall also include, and be deemed to authorize, (1) any and all appropriate and necessary uses of such records in a court of law and before an administrative board or hearing, including referrals related to probation and parole matters, and (2) such other interagency referrals as may be necessary to carry out the receiving agency's assigned law enforcement duties.

g. To a Federal agency, in response to its request, in connection with the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on matters.

h. As a data source for management information for production of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained, or for related personnel research functions or manpower studies; may also be utilized to respond to general requests for statistical information (without personal identification of individuals) under the Freedom of Information Act or to locate individuals for personnel research.

i. To provide information to a congressional office from the record of an individual in response to an inquiry from a congressional office made at the request of that individual.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: See Storage, Retrievability, Safeguards, Access, Retention, and Disposal below.

Storage: Some files are maintained in folders in a room with a windowless door which is locked with a manipulation-proof combination lock and protected by a police alarm system. Older files are in storage at the GSA Records Center, Suitland, Maryland. Other files are maintained in metal file cabinets which are secured by use of bars and combination locks when not in use. The index

for this system of records is contained in Rotary Wheelindex machines which are covered and locked when not in use.

Retrievability: Records are indexed by name in alphabetical order.

Safeguards: All officials and employees are required to have an appropriate security clearance before they are allowed access to the files and records.

Retention and disposal: The procedures are indicated below.

a. File cards from the index to the system of records which show the existence of an investigative file are maintained for 20 years plus the current year, or longer if further investigative activity was initiated within the past 20 years. File cards which show completion of clear National Agency Checks or National Agency Checks and Inquiries are maintained for two years plus the current year.

b. Other cards are removed from the index and stored. In 1980 the stored cards and corresponding investigative files will be destroyed.

c. Files destroyed by the CSC are burned. The means of disposal of investigative files is determined by the National Archives and Records Service.

System manager(s) and address: Director, Bureau of Personnel Investigations, United States Civil Service Commission, 1900 E Street, N.W., Washington, D.C. 20415.

Notification procedure: Same as above. It is necessary to furnish the following information in order to identify the individual whose records are requested:

- a. Full name.
- b. Date of birth.
- c. Place of birth.
- d. Any available information regarding the type of record involved.
- e. Category of individual under which the individual believes he or she fits.

Record access procedures: An individual can obtain information on the procedures for gaining access to and contesting the records through: Director, Bureau of Personnel Investigations, U.S. Civil Service Commission, 1900 E Street, N.W., Washington, D.C. 20415.

Contesting record procedures: Same as above.

Record source categories: Information contained in the system was obtained from the following categories of sources:

- a. Applications and other personnel and security forms furnished by the individual.
- b. Investigative and other record material furnished by Federal agencies.
- c. Notices of personnel actions furnished by Federal agencies.
- d. By personal investigation or written inquiry from sources such as employers, educational institutions, references, neighbors, associates, police departments, courts, credit bureaus, medical records, probation officials, prison officials, newspapers, magazines, periodicals, and other publications.

Systems exempted from certain provisions of the act: Pursuant to 5 U.S.C. 552a(k)(1), (2), (5), and (6) all information about an individual in the records that meets the criteria stated in 5 U.S.C. 552a(k)(1), (2), (5), and (6) are exempt from the requirements of 5 U.S.C. 552a(c)(3), and (d) relating to access and contest and making an accounting of disclosure to the individual named in the record for the following reasons:

- a. In that personnel investigations from time to time obtain information relevant to the matter under investigation which is properly classified by another agency and which pertains to national defense or foreign policy, application of exemptions (k)(1) will be required to prevent the individual from gaining access to such information under subsection (d) of the Act.

b. In that personnel investigations involve civil law enforcement in connection with the administration of the merit system, the effectiveness of which would be impaired should the individual obtain access to the investigative record of the matter, the application of exemption (k)(2) may be required to prevent the individual from gaining access under subsection (d) of the Act. Also, as the access by the individual to an accounting of disclosures of the record of such an investigation may impair a law enforcement function, the application of the exemptions to subsection (c)(3) of the title will be required.

c. In that a personnel investigation can involve information obtained from a source who furnished such information under a properly granted promise that the identity of the source would be held in confidence the application of exemption (k)(5) will be required to honor such a promise should the individual request access to the record under subsection (d).

d. In that personnel investigations in connection with the administration of the examining function of the merit system may involve the collection of test material, the application of exemption (k)(6) will be required to prevent the exposure of such material which would compromise the examining process.

RECRUITING, EXAMINING, AND PLACEMENT RECORDS - CSC/GOVT - 5

System location: Civil Service Commission Job Information Centers; area, regional, and central offices of the Civil Service Commission as indicated in the list below; and personnel and other offices of Federal agencies that are authorized to make appointments to positions and to act for the Commission by delegated authority.

Categories of individuals covered by the system: Persons who have applied for Federal employment or are employees or former employees of the Federal Government.

Categories of records in the system: These records contain information relating to the education and training; employment history and earnings; appraisal of past performance; convictions of offenses against the law; results of written tests; appraisal of potential; honors, awards, or fellowships; military service; veteran preference, birthplace; birth date; Social Security Number; names of relatives who are employed in the Federal service; legal residence; and home address of persons who have applied for Federal employment or are employees or former employees of the Federal Government.

Authority for maintenance of the system: Title 5 U.S.C., Sections 1302, 3109, 3301, 3302, 3304, 3306, 3307, 3309, 3313, 3317, 3318, 3319, 3326, 4103, 5532, 5533, and 5723.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information in these records is used or a record may be used:

a. To refer applicants to Federal agencies for employment consideration.

b. To refer applicants to State and local Governments, congressional offices, international organizations, and other public offices with permission of an applicant for the purpose of employment consideration.

c. To refer current and former Federal employees to Federal agencies for consideration for transfer, reassignment, reinstatement, and/or promotion, as applicable.

d. To refer current Federal Government employees for consideration for reassignment and promotion within the employing agencies.

e. As a data source for management information for production of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained, or for related personnel research functions or manpower studies; may also be utilized to respond to general requests for statistical information (without personal identification of individuals) under the Freedom of Information Act or to locate individuals for personnel research.

f. To refer pertinent information to the appropriate Federal, State, or local agency responsible for investigating, prosecuting, enforcing, or implementing a statute, rule, regulation, or order where there is an indication of a violation or potential violation of civil or criminal law or regulation.

g. To request information from a Federal, State, or local agency maintaining civil, criminal, or other information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or issuance of a grant, license, or other benefit.

h. To disclose information to the Office of Management and Budget at any stage in the legislative coordination and clearance process in connection with private relief legislation as set forth in OMB Circular No. A-19.

i. To provide an educational institution with information on an appointment of a recent graduate to a Federal position at a certain grade level.

j. To provide information to a congressional office from the record of an individual in response to an inquiry from a congressional office made at the request of that individual.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: See Storage, Retrievability, Safeguards, Access, Retention, and Disposal below.

Storage: Records are maintained on magnetic tapes, disks, punched cards, microfiche, cards, lists, and forms.

Retrievability: Records are indexed by name, date of birth, and Social Security Number.

Safeguards: Access to and use of these records are limited to those persons whose official duties require such access. Quality assurance checks and appropriate computer-related safeguards are employed. Personnel screening is employed to prevent unauthorized disclosure.

Retention and disposal: Records in this system are retained and disposed of per the requirements of GSA Records Schedule 1.

System manager(s) and address:

a. For applicants who filed an application with an Area Office: Director, Bureau of Recruiting and Examining, U.S. Civil Service Commission, 1900 E Street, NW., Washington, D.C. 20415.

b. For individuals who filed an application with a specific agency: The personnel or designated office of the agency installation where application was made.

Notification procedure: The procedures are indicated below.

a. For applicants: Area Office to which the individual applied. (See address of area offices listed in the appendix below.) Individuals should provide name, date of birth, Social Security Number, identification number (if known), approximate date of record, title of examination or announcement with which concerned, and geographic area in which consideration was requested.

b. For current Federal employees: If the application was made to a specific agency, the personnel office of the agency where application was made. Individuals should provide name, date of birth, Social Security Number, vacancy announcement number (if known), and title of position for which applied.

Record access procedures: Same as above.

Contesting record procedures: The procedures are indicated below.

a. For applicants: Area office to which the individual applied. (See address of area offices listed below.)

b. For current Federal employees: If the application was made to a specific agency, the personnel office of the agency installation where application was made.

Record source categories: Information in this system of records either comes from the individual to whom it applies or is derived from information he or she supplied, except reports from medical personnel on physical qualifications; results of examination which are made known to applicants and vouchers supplied by references the applicant lists.

Systems exempted from certain provisions of the act:

Pursuant to 5 U.S.C. 552a(k)(6) all material and information about an individual that meet the criteria stated in 5 U.S.C. 552a(k)(6) are exempt from the requirements of 5 U.S.C. 552a(c)(3); (d); (e)(1); (e)(4) (G), (H), and (I); and (f) relating to access and contest, making an accounting of disclosure to the individual named in the record, maintenance of information in records, publication annually in the Federal Register, and provisions regarding agency rules in that portion of this system relate to testing and examination materials that are used solely to determine individual qualifications for appointment or promotion in the Federal service. The specific material that is exempted is as follows:

- a. Answer keys.
- b. Ratings given for the purpose of validating examinations.
- c. Rating schedules, including crediting plans.
- d. Rating sheets.
- e. Test booklets.
- f. Test item files.
- g. Transmutation tables.

**Bureau of Land Management
Library
Bldg. 50, Denver Federal Center
Denver, CO 80225**

Form 1279-3
(June 1984)

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History of Land Management